

Longridge Social Enterprise Company Ltd

Longridge Civic Hall

Do's and Don'ts

Do:

- ♦ **Plan your event**
- ♦ **Have adequate staff and security**
- ♦ **Try and have a qualified First Aid person available**
- ♦ **Familiarise yourself with exit routes**
- ♦ **Use Kitchen, stage and other equipment wisely**
- ♦ **Return and store all equipment in its correct storage points at the end of your event.**
- ♦ **Clean and return tables to their trolleys (6 large or 7 small per trolley – do not mix.)**
- ♦ **Report any breakages or damage caused**
- ♦ **Check the toilets regularly**
- ♦ **Co-operate fully with Bar Staff**
- ♦ **Take out liability insurance for the risks of your event**
- ♦ **Clean up and remove all rubbish at the end of your event**
- ♦ **Do read the Terms and Conditions of hire**
- ♦ **Do read the Emergency Procedures**

Do Not:

- ♦ **Nail, screw, fix anything to any part of the building**
- ♦ **Use bottled gas or other fuel anywhere in the building**
- ♦ **Take & use indoor (tables, chairs etc) equipment outside**
- ♦ **Use the premises other than for the purpose hired**
- ♦ **Block or lock Fire Escapes or emergency exit routes**
- ♦ **Leave Kitchen unattended**
- ♦ **Exceed the allowance attendance numbers**
- ♦ **Allow your staff, agents or customers to be abusive or aggressive**
- ♦ **Breach the conditions of our Premises Licence**
- ♦ **Breach the noise and nuisance regulations**
- ♦ **Breach the licensing conditions**