



ENTERING THE HALL

- **The front door key** is in the key safe attached to the front garden wall, to your right as you enter the garden. You will be emailed the code once your booking is confirmed and paid. The code may be changed from time to time; regular users will be notified.
- Pull down the outside rubber cover to expose the dial and open/close lock.
- Please place any post in the tray provided.

USING THE HALL

READ SEPARATE FIRE SAFETY INSTRUCTIONS; there is a copy on the Hall noticeboard by front door.

1. Heating and windows

- There is underfloor heating set at a comfortable temperature. There is also a fan heater above the front door with a switch beside the door.
- Only the lower sashes of the windows may be opened. There is a long pole with brass fitting which can be used for the purpose.

2. Kitchen & Cleaning

- Rubbish bins and bags are below the sink; purple bags for non-recycling; clear for recycling.
- Cutlery is in the large drawers opposite the sink – there are shallow drawers under the counter.
- The dishwasher is for your use. Please empty and put clean dishes and cutlery away.
- The coffee machine is for your use; coffee grounds go in NON-RECYCLING BIN.
- Instructions for dishwasher & coffee machine are inside the cupboard doors above the counter.
- Cleaning materials are in the drawer below the sink. Broom and mop are in the rear lobby.
- If floor is dirty please sweep/wipe clean; do not use water as this will damage underfloor heating.

3. Tables

Card tables are available for use; they are stored in the square cupboards at the rear of the hall; for non-card use please use tablecloths in the drawer opposite the sink to protect the felt surfaces.

4. WiFi and USB charging points

- Free wifi is available. Search for 'HIGHGATE SOCIETY GUEST'. The password is displayed on a notice at the far right of the long noticeboard and may be changed from time to time.
- The USB charging points are for use at the hirers risk.

5. Audio visual equipment

Projectors, screens, speakerphones and a hall loudspeaker system are available for use at the hirer's risk and at an additional charge; request instructions by emailing bookings@highgatesociety.com

LEAVING THE HALL

- If your group has an allocated cupboard, please put everything back in it.
- Oven, hob and all kitchen appliances cleaned and switched off; remove all food and drink.
- Leave the hall & WC clean and tidy; rubbish bagged and left out in the front garden in the large bins. [Please take large amounts of paper waste away with you as this represents a fire hazard].
- Stack chairs along wall, no more than 4 high or they tip over.
- Card tables to be folded and placed back in cupboards
- Please check that coats, umbrellas, phone chargers, bags etc are not left behind.
- Lock all doors and windows.
- Turn off all lights; check the toilet light is off.
- KEY: When leaving place key back in box and take care to twist dial anti-clockwise to close, replacing the rubber cover.
- Please pull the outside gate closed.



NOTES FOR USERS - FIRE SAFETY HIGHGATE SOCIETY HALL, 10A SOUTH GROVE, LONDON N6 6BS

Emergency Services 999

As a hirer of the hall you are responsible for the safety of all occupants: your guests, members and visitors. Please read this information carefully:

Have a look round the hall:

1. Make sure that you and your group members know the whereabouts of the
 - **TWO fire exits** at the front and rear of the hall;
 - **THREE fire extinguishers** at front and rear hall exits; CO2 for electrical fire; water for wood, fabric and paper.
 - **FIRE blanket** for cooking oil fires and to wrap a person in to suppress fire.
2. Fire exits, extinguishers and blanket must be accessible and unobstructed;
3. During Hall use the rear Fire Door must remain closed and must NOT be wedged or latched open.
4. Disability can occur in many forms; please be vigilant to needs of disabled people and ensure there is a personal emergency evacuation plan [PEEP] in place for disabled guests if necessary.

Please follow these rules:

- Any electrical items brought in to the hall must have been tested in accordance with the current Electricity at Work Regulations [1989] which requires that all electrical items with the potential to cause injury are maintained in a safe condition. Please ensure that all portable electric items display current Portable Appliance Tested (PAT) certification; this includes heaters, fans, music centres, lamps, laptop chargers, mobile phone chargers, extension leads, power tools etc. Portable electrical appliances belonging to the hall are PAT compliant.
- No Smoking inside the premises including electronic cigarettes
- No gas barbecues, no gas [butane, propane] cylinders, to be brought onto the premises.
- Do NOT light candles inside, please use battery operated candles
- Keep the ventilation grill on the microwave clear
- Do NOT put anything that could burn on top of the hob
- No baking or frying in the kitchen, reheating only please
- Bag up rubbish and place it in the bins outside; please take away large amounts of paper rubbish as it represents a fire hazard.

In the event of a FIRE the Responsible Person must follow these rules:

- Shout to warn others
- Call Emergency Services 999
- Ensure safe evacuation of all occupants to the External Assembly Point which is the red telephone box outside the hall in South Grove.
- The Responsible Person is to carry out a roll call to ensure everyone is accounted for.
- Use fire fighting equipment as appropriate: **Fire extinguishers** at front and rear hall exits: **CO2** for electrical fire; **water** for wood, fabric and paper; fire **blanket** for cooking oil fires and to wrap a person in to suppress fire.