



## **Welcome to Winchelsea New Hall.**

We want you to be safe in your use of the hall, so here are a few points to ensure your safety and the safety of other people using the hall in connection with your event.

- **Please note the position of the fire exits and fire extinguishers. These are shown on the attached plan.**
- **Please note how the fire doors open, and ensure that fire exits are not obstructed or locked and exit signs are fully visible at all times.**
- **If there is a fire, however small, call the fire brigade immediately by dialling 999, and evacuate the premises. Please then contact us on 01797 226642 or 07511 950362.**
- **If it's an electrical fire and you need to turn off the electricity supply, the switch is in the broom cupboard to your left as you enter the cloakroom.**
- **The assembly point in case of fire is the cricket ground to the north of the premises. This is shown on the plan.**

There is no land line on the premises. You need to ensure that you have access to a fully charged mobile for use in case of emergency.

Do take care when moving chairs and tables in order to avoid injury. A trolley is available for moving chairs.

There is a "hop up" in the small kitchen. Please use it if you need to reach the higher shelves in the kitchen cupboards or if you need to open any of the kitchen windows. Please use the pole in the cloakroom cupboard to pull the top sashes down. At the end of the hiring please close any windows you have opened. This is easily done from outside.

A first-aid box and an accident book are kept in a drawer in the small kitchen. If an accident occurs, please call for an ambulance by dialling 999, and enter details of the accident in the accident book.

**Please then ring us on 01797 226642 or 07511 950362.**

Thank you for choosing Winchelsea New Hall. We hope you have a successful and enjoyable event.