

## The Cloisters 36 High Street Bembridge PO35 5SE

### Information for Hirers

- 1) Please remember that the maximum occupancy of each room is as follows:  
**The Hall 55 persons, The Meeting Room 30 persons**  
These numbers are for fire safety reasons and must not be exceeded.
- 2) It is the hirer's responsibility to ensure that all occupants are aware of what action to take in the event of a fire or other emergency.
- 3) Fire Exits are clearly marked and must be kept clear at all times.
- 4) The fire Evacuation Procedure and Plan are displayed on the Lobby Notice Board.
- 5) Fire Extinguishers are located in the Meeting Room, The Foyer, The Hall and the Kitchen. Fire extinguishers are provided to aid escape from the premises and should only be used by competent persons.
- 6) The First Aid Boxes are located in the Toilet Lobby and the Kitchen.
- 7) All accidents and incidents must be reported to the Booking Manager on 07967 200095 or the Safety Officer on 07792 144639.

Checked (tick)	End of session Checklist
	All electrical and gas appliances turned off
	All toilets are unoccupied before locking the premises
	Ensure that the Cleaning Materials Cupboard in the kitchen is locked
	Secure all outside doors and windows especially Fire Doors
	Turn off all the lights
	Ensure that the central heating thermostat is set to 10°C
	Remove all rubbish, including food waste from the premises
	Remove tables and chairs to their original position
	Report any problems to the Booking Manager as soon as possible