

## Practical information for hirers

### Access and Parking

We have off-street parking for 10 vehicles, including an area designated for disabled parking. There is also on-street parking. There is a ramp for wheelchair access and the building has a toilet that is accessible for wheelchairs.

### Equipment

Hirers are welcome to make use of the equipment that FPCA has available at no additional charge. This includes free Wifi (see main noticeboard for the code).

LOCATION	ITEM
Hall	Tables, chairs (aprox 52), stools, banquette seating, trestle tables, coloured lights, glitterball
Front room	Tables, chairs, TV , piano
Kitchen	Tea urn, cups, mugs, plates, cutlery, oven, sink , microwave
Disabled toilet	Baby changing unit
<del>Storeroom</del>	<del>Additional tables, hoover</del>
Outside	Garden or car park for 8 vehicles

Hirers are welcome to bring their own equipment, including play equipment, provided that it complies with FPCA's health and safety policy (see website).

### Cleaning and tidying up

Please return the furniture to its original position and leave the centre clean for the next group. Hirers are welcome to use FPCA's cleaning equipment: Hoover (in Storeroom), mop (in kitchen), dustpan and brush (in storeroom). Please bring bin bags, tea towels and remove your rubbish at the end of the event to the bins on the left hand side of the centre as you approach from the gate.

### Emergencies

Hirers will find a contact number on the notice board in case of difficulties. There is a basic First Aid kit in the kitchen. The fire evacuation procedure is on the main noticeboard, fire exits are clearly marked (through the front door or the exit on the right hand side of the Hall). Assemble in the car park if it is safe to do so. Note the location of fire equipment and keep escape routes clear. Exit signs are illuminated. If there is an accident during your event please log this in the accident book in the kitchen.