

BLenheim GARDENS RESIDENT MANAGED ORGANISATION COMMUNITY HUB 2025/2026

BRIEFING NOTE FOR VENUE USERS:

Welcome to the community hub facility run by Blenheim Gardens Resident Managed Organisation we hope that you enjoy the use of the area during your visit.

As we are responsible for the facility here are a few issues that you need to be aware of:

- The venue is limited to a maximum of 35 people per event.
- No alcohol, Pets (unless aid dogs) or smoking is allowed on the premises.
- Food may be served but not prepared on the premises
- No loud music before 8 am or after 9.30 pm (Monday to Sunday)

Be aware of the following hazards:

- Kitchen equipment and the potential for burns from the hot plate / boiling water / food and liquids that have been in the microwave
- Radiators with thermostats
- Electrical sockets
- Notice boards with pins
- Changes of level – step by kitchen and small step at front entrance
- Fire extinguishers on walls are removable
- Fridge and chest freezer which are connected to the mains power but are locked
- A 65inch TV is fixed to the wall and may poses a hazard to venue users

We draw these matters to your attention particularly with regards to small children who should always be supervised and are the venue user's responsibility.

Fire and emergency arrangements:

- There are two fire exits one at the front of the building and one at the back we would draw your attention to the fire action notices which advise you what to do in the event of a fire and where a safe assembly point is (out the front by Londis)
- Fire extinguishers are in the premises, but you should only use these if trained and competent
- A first aid box is situated in the kitchen area
- In the event of an emergency that cannot be dealt with for example first aid emergency, fire, security issue etc then the Emergency Services should be summoned by dialling 999

EMERGENCY NUMBER IS 07903 824072 FOR ALL MAINTENANCE AND ALARM EVENTS

CONDITIONS OF USE:

1. Please leave the venue clean and tidy
2. Please ensure all rubbish including food waste is cleaned away and removed
3. Please ensure all crockery, cutlery is cleaned, washed, dried and put away
4. No items are left in the facility
5. Any incidents and breakages are reported to the RMO office
6. No handtowels to be disposed of down the toilet
7. Children are always to be supervised
8. No Pets (except aid dogs)
9. Please return the tables and chairs to where you found them
10. Please ensure the facility is locked up and alarms set as required and the keys returned to the Blenheim Gardens Estate Office
11. Please ensure heating and lights are all switched off on exit
12. Equipment such as the fire extinguishers / alarms are not tampered with
13. To not touch the Wi-Fi modem
14. Do not touch the TV
15. No alcohol or smoking permitted at anytime
16. Venue is secured on departure with alarm activated

Please detail below how you will ensure the safety of your group:

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I / We sign to confirm that I / We have read and understood the Briefing Note and I / We will ensure that I / We will put control measures in place to ensure the safety of those using the facility and I / We will comply with the Conditions of Use.

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Sign:

Print Name:

Date: