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**The Claremont Centre, 43 Clifton Road, Rugby, CV21 3QE**

**Out of Hours Room Hire**

We are delighted that you have chosen to hire one of our rooms as your venue and hope that it meets your requirements.

The agreed room can be available half an hour before to set up and 15 minutes after the hire period to clear away. Should your meeting/event end earlier than scheduled please do not leave the building empty but inform the Centre Manager Kathy who alongside the caretaker are responsible for unlocking and locking up during out of hours.

If you wish for the room to be set up for you please let us know your requirements at the time of the booking.

**Contact numbers**

In the event of any problems, to change the times or even cancel a booking please ring: **Kathy Young (Centre Manager) on 07554 995081. Please do not leave messages out of hours on reception or any office phone number as the message may not be received.**

**As you are hiring the room out of normal working hours please make sure you read the following instructions in the event of an emergency.**

There are several signed emergency exits, fire extinguishers, please make note and inform your group which is your nearest one.

In the case of a minor accident please use the nearest available first aid box, they are sited in the café behind the counter or inside of Betts Hall near to the entrance.

In the event of a more serious accident/emergency, you will need to call 999. Please notify the Caretaker and keep a record of any accident to pass on to the Centre Manager who will log in the Centre’s accident book.

Keep a list of all members attending your group and check on the occasion of an emergency evacuation.

Check ladies and gents toilets to ensure full evacuation.

Fire assembly point is at the Car park entrance.

Do not return to the building until the all clear has been given.