



Foresters Hall

Housekeeping for hirers



Thank you for choosing our facilities at Foresters Hall, Uckfield, for your event.

In the interests of safety and comfort, please ensure that all of your colleagues are aware of our housekeeping notes at the start of your booking.

Please be mindful of the surrounding neighbours and keep noise to an acceptable level.

Keys

- The front door has two locks; use the main key for both. Open the middle lock first followed by the top lock. To secure the building at the end of the booking, drop the catch on the top lock and use the key to lock the middle lock. There is a key safe by the disabled toilet should you require keys for any other parts of the building.



First Aid

- In the event that you or one of your group requires first aid, the First Aid Kit is located in the kitchen at the far end of the building. If they require further medical attention, call 999. The address is: **Foresters Hall, Harcourt Road, Uckfield, TN22 5DT.**
- Should you have an accident on site, please report this to admin@uckfieldtc.gov.uk, who can assist you filling out an accident form if required.



Fire

- Please see the **Fire Procedure** and **Fire Action Notice** displayed in each room. The fire panel can be reset by turning the red key clockwise, pressing sounder stop/start then reset, then turning the key back anti-clockwise.
- Do not use fire extinguishers to hold doors open and *please keep corridors clear at all times.*



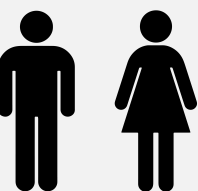
Wi-Fi

Available throughout the building. Please select 'THREE_02BABD', enter the password **2uTr44s322w3276**, then join and you will connect to the network.



Toilets

- Ladies and Gents are located at the far end of the building. Childrens' are located to the left of the main hall and Disabled/Baby Change through the back right-hand door of the main hall.



Heating

- The main hall has four individual heaters. The instructions and remote control for these are located at the back left-hand corner of the main hall. The rest of the building is on automatic thermostatic control.



Lighting

- The main hall lights are located on the right-hand side of the main entrance. All other lights work on sensors.



Tables and Chairs

- Are located at the front of the hall. Please return them at the end of your booking.



Catering

- There is a small servery at the end of the building. Cutlery and crockery are not provided.



Cleaning

- Before leaving the building, please ensure the hall is left in a suitable condition for the next hirer. **Sweep the floor, wipe any used tables, flush any used toilets, and empty any used bins** (black bags are in bins below current bags and main rubbish bins are located to the right-hand side of the main door). Please do not use Blu Tack or Sellotape to fix anything to the walls.



At the end of your booking

- Please turn off any heaters, close any windows/doors opened, switch off any lights, and secure the front door locks.

If you have any queries with your booking or require assistance, email admin@uckfieldtc.gov.uk or if it is a matter of urgency, call 01825 762774 or 07521 169210.