

Function Room Usage at Middlewick

- Doors and windows must be closed after 11.00pm and noise volumes reduced in respect of other guests and Middlewick's neighbours.
- If playing any amplified music please ensure noise levels are appropriate, taking into consideration other guests and Middlewick neighbours.
- At the end of your evening/ event/ meeting please turn off all the lights, lock the doors.
- In keeping with the rest of Middlewick the function room is a no smoking environment.
- If you require heating in the function room please ask and we will turn it on. Please remember that the room will heat up very fast when it is full of people.
- Group organisers are requested to nominate one person as Fire Marshal.

Fire exits, signage and extinguishers

- 3 fire exits – main door and 2 patio doors. These are marked by green signs.
- Fire assembly point is in the main car park.
- Fire bell is outside main office. It is a hand rotary bell. Ring in case of fire emergency only.
- Fire extinguishers are located in Function Room kitchen. CO2 for electrical fires and Water for other fire types. A fire blanket is for kitchen/ pan fires.
- Emergency signage is beside the main Function Room door and inside the kitchen.

Decoration of function room

- Please advise Middlewick staff of any decorations you plan to put up in the Function room. Please only use Blue tack to attach any decorations.
- The following are **not permitted**:
 - Candles or any naked flames.
 - Decorations attached to any lighting fixtures.
 - Any decorations that impede emergency exits. *Continued over.*

Wood burner in Function Room

The wood burner in the function room is **not to be used** without first advising Middlewick staff. Additionally the wood burner must not be used when any of the following apply:

- Children are present.
- Alcohol, especially spirits, are being consumed.
- There are more than 20 people using the function room.

Cleaning, rubbish and recycling

Unless you have arranged specifically otherwise, please ensure that at the end of your function/ event or on departure you please leave the function room as you found it ensuring:

- Crockery etc is not moved from the function room to cottages and visa versa, nor between cottages themselves.
- Rubbish and recycling is put in the main car park bins.
- The kitchen is clean. Crockery, pots, pans and utensils are clean and put away.
- Decorations are removed carefully and the floor is swept.
- If you have used an outside caterer that they have tidied up as necessary.
- Any damage is reported to the Middlewick office.

Your co-operation is appreciated. If you have any questions please ask in the office.

Jill & Jonathan Barker

