

All electrical equipment is unplugged, and switches are in the 'off' position.
All rubbish is taken away.

7. **Smoking**

The Town Hall is a "NO SMOKING" environment and this applies to all areas inside and outside. Smoke detectors are installed. All lettings are unaccompanied and, therefore, the hirer bears full legal responsibility for anyone smoking on the premises and who is on the premises as a result of the hire in question.

8. **General Security and Use of Premises**

It is a condition of letting that persons/organizations hiring rooms and facilities at the Town Council premises will be held responsible and liable for any damage and any loss of contents. In view of the hirer's responsibilities the following measures must be taken:

- ✦ The main front door is to be kept locked or supervised.
- ✦ Before leaving the premises, the hirer must ensure that all windows are locked and secure, and all lights and electrical appliances are switched off.
- ✦ The toilets have been checked, and all taps turned off.
- ✦ **All rubbish must be taken away.**

9. **Equipment available to Hirers**

All items have a charge and this will be disclosed upon application.

10. **Action in the event of a fire**

The Fire Alarms are located in the foyer next to the front door Two by the emergency doors in the main hall and one at the top of the stairs leading to the Council Chamber. Please make sure that all users are aware of the information contained in the attached 'Action to be taken in the event of a Fire.'

11. **First Aid Equipment**

The First Aid Box is located in the kitchen.

12. **Complaints**

Any complaints should be directed to The Clerk of the Council, Council Offices, Town Hall, High Street East, Uppingham, Rutland, LE15 9PY. Telephone: 01572 822681
Email: townclerk@uppinghamtowncouncil.co.uk