



THE MARKET HOUSE CASTLE CARY



ESSENTIAL INFORMATION FOR THE SHAMBLES

PLEASE DO

- Advise all the attendees of the 'House Keeping Rules' e.g. fire exits, emergency assembly point, toilet. It is a no smoking building – including the Undercroft.
- Make sure you are familiar with the emergency exit route. The disabled gate is bolted but can be opened easily from inside the Undercroft. The large wooden door should be unbolted but need not be opened.
- Supervise young children appropriately – flagstone floors can be very hard!
- Warn people with poor eye sight about uneven steps and floors.
- Use hearing loop if you wish
- Replace furniture in “default” layout – block of 4 tables with 12 chairs. Diagram available on cupboard door and in folder.
- Sweep up/mop up any mess or spills – broom and dustpan in the boiler cupboard
- Take all your rubbish home and leave the place as clean and tidy as you can.
- Report any breakages, defects etc.
- You should bring your own:
 - Tea towels, washing-up liquid, dish-cloths etc.
 - Paper for the flip chart, if you choose to use it
 - Lap top if you are using the digital projector

PLEASE DON'T

- Leave the building unattended and unlocked at any time.
- Block fire exits (main wooden doors and door to lobby/offices).
- Re-arrange furniture, equipment or leaflet stands in the lobby unless authorised to do so. The lobby may be in use by others during your booking.
- Leave any food (inc. coffee, tea, sugar etc.) or tea towels, cloths etc. in the Tea Bar.
- Alter the position of the lights unless authorised to do so.
- Use the digital projector etc. unless authorised to do so.

PLEASE REMEMBER

- WHEN YOU LEAVE: Have you changed the heating controls? If so please put them back to how you found them.
- If you are doing your own locking up, make sure you follow the instructions you have been given. If the locking up is being done for you, please wait until someone arrives to lock up before leaving the building.
- The First Aid Box is located in The Lobby on the shelf by the desk, along with The Accident Book. The Fire Assembly point is outside the Post Office on Bailey Hill.

Castle Cary is a 'Fair Trade' Town



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