

# Avebury House Conditions of Hire

Avebury House (the House and front lawn) is Heritage 2 listed and is recognized as having heritage features. We ask all users to have respect for the House, its contents and grounds, and to help preserve its special quality. This includes:

## **Smoking, Alcohol and Candle-use**

- No smoking on the premises.
- No naked flames or lit candles on the premises.
- There are special conditions relating to the consumption of alcohol on the premises. Liquor may be consumed but not sold on-site. Food must be served with alcohol. Stop serving alcohol by midnight.
- Our **smokestop doors must be closed** when you leave - this is a condition of our insurance. Please ensure all doorstops are removed.

## **Cleaning and Rubbish**

- All rubbish from events, including recyclable materials, must be removed from the premises when you leave.
- Rooms and grounds must be left in a clean and tidy condition for the next user. If required a vacuum cleaner, mop etc are available in the laundry room (between toilets). This would only be in case of a specific spill, please note, hot water only to be used on the floors (no detergent).

## **Hire Rules**

- Please be aware we have close residential neighbours, noise restrictions apply. For evening functions this means noise levels to be minimized by 11pm. However please note that neighbours can call noise control at any time.
- No drawing pins or nails to be used on the walls. Blu-tak can be used to put up decorations, just please remove after.
- The House must not be left unattended; if you are the last person/s in the House please do not leave before our warden has arrived to lock the premises. Please ensure **the person taking on Host Responsibility will be present until the end of your function.**
- Emergency out-of-hours contact numbers: Warden **Sam 021 182 5197** or House Manager **Tanya: 022 099 1490**
- The agreed hire times must be strictly adhered to. This time includes set-up and clean up. Management will charge for the extra use outside of the agreed time.
- Animals are not allowed on the premises (with the exception of Guide Dogs and Service animals).

## **Health & Safety, Fire/Emergency Evacuation Procedure**

### **Fire:**

All systems, smoke alarms, sprinklers etc. are connected to an alarm at the fire station. If, however, fire or smoke is detected and the alarm has not gone off, activate the fire alarms or ring the emergency number 111 and state the service required.

### **Fire alarms are situated in the following locations:**

Upstairs: At the top of the stairs on the right hand wall near the Blue room.

Downstairs: By the front door; In the laundry by the door to the kitchen; Next to the west porch door; Near the car park door.

Fire extinguishers are located upstairs, near the front door and in the kitchen.

### **Emergency exits:**

These are situated by: the front door, the back door near the kitchen, the back door through the toilet area.

1. In case of an emergency please evacuate the building in a prompt and orderly fashion, taking care of the stairs.
2. Ask people to assemble on the east side of Avebury Park by the totara tree. Do not let people re-enter the building or leave until the OK is given by the Fire Brigade or Police. This is to ensure that all people in the building are accounted for.

If the security alarm goes off please evacuate the building and ring our warden Sam at 021 182 5197.