

DUTIES OF STEWARDS

1. To be aware of the Conditions of Hire (copy given to named hirer and copy on display at The Phoenix Centre) and to ensure that the number of persons attending a function complies with the Conditions of Hiring.
2. To be aware of procedure in case of fire and of situation of Fire Exits, alarms and extinguishers. See Duties of Fire Steward.
3. To ensure that Fire Exits are kept clear at all times.
4. Smoking is not permitted in any part of the building, including the toilets and the porch area outside of the main doors. Receptacles for the disposal of cigarette stubs are located on the outside wall of the building; please ensure that stubs are disposed of in the appropriate manner. It is your duty to ensure that the Smoking Ban introduced by the Health Act 2006 is fully complied with.
5. To ensure that only authorised and invited persons attend the hire.
6. To ensure that any children at a function are properly supervised and controlled, particularly in the vicinity of the toilets, stage area, kitchen, but also within the grounds.
7. Periodically during the hire check the condition of the toilets.
8. To remain in the building until the function has finished and all guests have left.
9. IN CASE OF EMERGENCY call the Emergency Services on 999. Then contact the Centre Emergency Contact Number without delay.
10. IN CASE OF EMERGENCY to ensure that ALL persons attending the hire are accounted for and safely evacuated from the building.