

## **School Contact Information**

School Reception  
01507 522465

Lettings Enquiries & Finance  
01507 522465 – Option 2

Site Team  
01507 522465 – Option 3



## **In an Emergency...**

In the event of an emergency, summon assistance by calling 999 immediately.

If you discover a fire, activate the nearest fire alarm point, evacuate the building and proceed to the Assembly Point.

The Assembly Point during daylight hours is in front of the Pavilion in the rear playing field. During darkness it is in the car park adjacent to the main school entrance on West Street.

Wait for instructions from a member of the Site Team.

# Lettings...

## ... what you need to know

## **Welcome...**

Welcome to Queen Elizabeth's Grammar School and thank you for selecting us as a venue for your letting.

In addition to its excellent central location within the county, our site has many benefits including the range of rooms, catering facilities and outdoor space available. As an educational establishment we are keen to ensure that we support community activities and as such we hope that this leaflet will be useful. Please read it in conjunction with the Terms & Conditions which accompanied your Lettings Form, these documents set out what you can expect from us and in turn inform you of our guidelines when using the school site.

## **Health & Safety...**

When you visit us for the first time you will meet a member of our site team. Please liaise with them to discuss your access requirements as agreed within your letting.

Our Assistant Caretaker will brief you regarding fire evacuation. Please ensure you familiarise yourself with the exit routes and evacuation instructions which are displayed within all rooms.

Please note that smoking is not permitted anywhere within our buildings or grounds. **We operate a strict no smoking policy.**

Please ensure that you have made adequate arrangements for First Aid in relation to your letting.

For hygiene reasons pets are not permitted within the school premises or grounds.

Please note that the maximum speed limit on site is 5 mph and vehicles are not permitted on the playing field.

We respectfully ask that you ensure all of your own possessions and equipment are removed from the site when you leave and that any school equipment used is stored away as indicated by the Assistant Caretaker.

You are advised that the school will not accept responsibility for any loss or damage to property, the death or injury to any person in conjunction

with a letting. Therefore, you should ensure that adequate insurance is arranged, as stated within the Terms & Conditions.

## **Licensing...**

In accordance with the Licensing Act 2003, the premises is licensed by East Lindsey District Council during Monday to Sunday, 0800 to 2300 hours, for the following activities:

- Plays
- Films
- Indoor Sporting Events
- Live Music
- Recorded Music
- Performances of Dance
- Provision of Facilities for Making Music
- Provision of Facilities for Dancing

Regulations of the premises license apply to all persons using the site and reasonable steps should be taken to ensure:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The premises license documentation is available to view from the Director of Finance & Resources.

If you require any other type of license, it is your responsibility to liaise with the appropriate licensing authority, obtain a license and comply fully with the relevant regulations.

## **And finally...**

For your convenience, a member of the site team will provide you with a two way radio which can be used to contact them at any point during your letting if you require assistance.

For reference our contact details can be found on the rear cover of this leaflet. We hope you enjoy your time at our school and look forward to welcoming you again in the future.