



LIGHT CENTRE BELGRAVIA WEEKEND STUDIO HIRE INFORMATION

Monday to Friday: reception@lightcentrebelgravia.co.uk / 020 7881 0728

Out of hours / Emergencies: Hanna-Jade 07783 641 176 / Stella 07989 747 431

There are no reception staff at the Centre on Saturday evenings after 5.00pm and all-day Sunday.
You may therefore need to open or lock the building yourself.

If you are new to the Centre, you will need an induction before your event, so we can show you the below in person!

Opening The Centre

Front Door: You will find the key to open the front door in the **key safe** mounted on the wall to the **right** of the door, underneath the bottom buzzer – the code to open the safe is _____.

The key opens both locks, ***please return the key once you have unlocked the door*** and then **scramble the code so that it is no longer visible**

Reception Door Locks: When you enter and descend the stairs to our reception door you will see that there are two locks.

1. Combination Lock: The code for the combination lock is _____.
2. Chubb Lock: The key for the Chubb lock can be found in the small white hatch just above the reception door to the right as you're looking at it. ***Please be sure to put the key back here after use***

Once you have unlocked the door with the key and entered the code and turned the handle, you will need to give the door a really good push to open it! Don't be shy :-). You can use the rope to keep the door open while your delegates are arriving, but once your event begins please keep the door closed.

Closing The Centre

(There may be another hirer in the Centre on the day, please communicate to establish who will be responsible for closing.)

- Ensure all **skylights**, windows and doors are closed and locked
- Turn off all the lights
- Lock the reception door again with the key and place back in the hatch
- Close and lock the front door, return the key to the safe and be sure to **scramble the code**

THERAPIST'S WAITING AREA

On Saturdays before 5pm there are **therapies going on in the treatment rooms** adjacent to the waiting area, we ask that any of your participants using the area during breaks, **be respectful**. This means **keeping voices low** and not stamping too hard on the stairs to the upstairs studio!

LIGHTS & HEATING

Lighting

Entrance Hall: switch behind main door

Main Hallway leading to reception area: outside the 1st toilet

Reception Desk: above the hatch

Waiting Area: on the left as you enter

Studio 1: one set at back of studio next to equipment shelf, the other one is at the opposite end of the studio

Studio 2: There are 2 sets of lights for this studio, one is to the right of the door if you are facing it and there is another toward the rear of the studio on the right hand wall when facing the back.

Heating – The main heating is on a timer and should be on when you arrive.

Waiting Area: The control is on the wall outside therapy room 5

Studio 1: This is on a timer and should be on when you arrive, if you need to adjust the temperature you can turn off the radiators or use the stick to open the skylight windows. Please make sure these are closed when you leave.

Studio 2: There is a control underneath the air conditioner unit, when you turn this on for heat it will be set at 22 degrees, you can adjust it up or down. Please turn this off when you leave the room.

EQUIPMENT, PROPS AND REFRESHMENTS

Herbal Teas: We supply herbal teas only, no milk or sugar. There is a kettle behind the desk in the reception area and cups etc. can be found in the cabinet underneath the therapist flyers. **Cups & glasses need to be washed and returned to the cabinet if used. No drinks or food are to be consumed in studio 2 due to the carpet.**

Projector: When hiring the **projector**, you will need to **bring your own cable** to connect to our projector – this takes a VGA lead. You can bring a VGA to VGA, a VGA to HDMI or a VGA to mini display port (whatever is suitable for your computer).

Whiteboard or Flipchart: If you have requested either (or a projector) they will be in your studio.

Props: Each studio has approximately 20 of each of the below props: Yoga & Pilates Mats, blocks, bricks, belts, bands, bolsters and blankets. Props may be borrowed from the 2nd studio on the proviso that they are **not needed**, and you **return the borrowed** items at the end of your event, leaving them neatly in the correct place. *(If your event finishes before the 2nd hirer, you will still need to wait and return borrowed items).*

Chairs and Backjacks: Are found in studio 2 and are available on a first come, first served basis.

Candles & Incense: In studio 2 if you are using candles or incense you will need to use the containers provided for them and use with caution due to the carpet.

FIRE ALARM & EVACUATION PLAN

Fire Alarm

If the fire alarm sounds you will need to go to the control panel, which is located in the main entrance corridor outside Crussh Café, press '*Silence the Alarm*' and type in the code 2222 to silence the alarm. Please check the display in the display window to check why it has been activated.

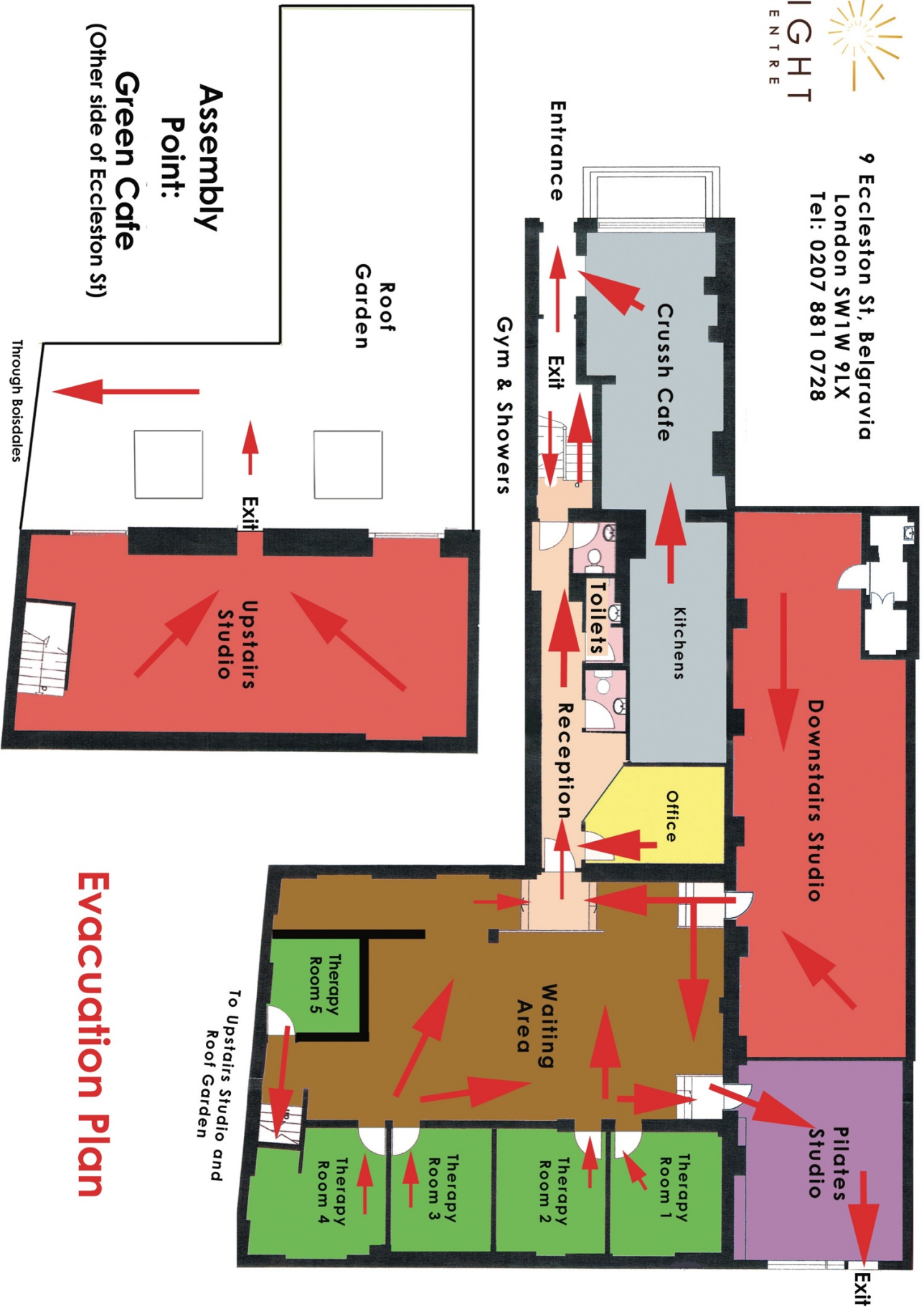
Evacuation

In case of an emergency that you will need to evacuate the building, the plan is below and also located on the wall by the door to the waiting room.



LIGHT
CENTRE

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Evacuation Plan