



Light Centre Moorgate Weekend Hirer Information

Monday to Friday: reception@lightcentremoorgate.co.uk / +44 (0)20 7628 7780

Out of Hours / Emergency: Harriet, Practice Manager – 07921 393562
Stella Galvin Operations Manager – 07989 747431

There is no staff at the centre on Saturday afternoon after 1.00pm and all day Sunday. **You may therefore have to open or lock the building yourself.**

We recommend that all your delegates have the telephone number of the facilitator, in case they are late.

Opening the Centre (please keep the codes confidential)

1. Use code _____ to open padlock on **main gate**. Close padlock again after entry and scramble the code.
2. Use code _____ to open the **key box** which is attached to the bottom of the front main gate. Again, close and scramble the code.
3. Use the keys inside key box to open the glass doors (and if locked the white door) use fire hydrants to hold the white door open.
4. Once your attendees have arrived please close the main gate – you can leave it unlocked. You should also leave the glass doors/white door unlocked but closed. This procedure should also be performed after any breaks where attendees leave the Centre.
5. Be sure to put the key back in the key box once you have gained entry – remember to scramble both codes.

Closing the Centre

1. Please check all windows are closed and locked including in the toilets.
2. Turn off all lights; in studios, hallways, behind reception and by front door.
3. Collect keys from key box using the code _____ and lock both the white door (if possible) and the glass doors. Put keys back in key box and scramble the code.
4. Close main gate, close padlock and scramble code.

If there is more than one studio being hired, please agree the other hirer which one of you will take responsibility for security during your events and at the end of the day.

THERAPISTS IN THE CENTRE

We also have therapists renting the therapy rooms over the weekend so please check if they have left the building if **YOU** are the person appointed to secure the premises and be mindful of noise when you are in the common areas.

LIGHTS & HEATING

Lighting

There are light switches in the studios and therapy rooms. The switches for the main reception lights are behind reception below the 'Light Centre' sign. There are switches for the main hall on the right hand side by the door leading from reception. The switches for the therapy room hall way on the left by the door. The bathroom and changing room lights are on a motion sensor and will switch on and off by themselves.

Heating / Cooling

The heating/cooling (aircon) is operated in each area individually. There are control panels in each room separately (one for each therapy room, studios and in the breakout areas including reception and the waiting area downstairs).

EQUIPMENT, PROPS AND REFRESHMENTS

Herbal Teas: Herbal tea, kettle, cups and any equipment you have requested will be waiting at the reception. There is a filtered water fountain and washing up liquid in the bathroom. If you require anything extra, please let us know in advance.

Please do not use CRUSSH café facilities and inform your delegates not to go behind the counter.

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 a projector it will be outside your studio with pens.

Props: Each studio has approximately 20 of each of the following props: Yoga & Pilates Mats, blocks, bricks, belts, bands, bolsters, blankets and appx 10 cushions. 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*).

Internet Access network

- BTHub5-35CT
- Password: 4fb6b2db2c

FIRE ALARM & EVACUATION PLAN

Fire Alarm:

If the fire alarm goes off you will need to go to Salisbury House which is located down the road. When you come out of the light centre and turn left, it will be on your left 2 minutes down the road.

Evacuation:

In case of an emergency that you will need to evacuate the building, the evacuation plan is below.

**Light Centre
Salisbury House
Evacuation Plan**



LIGHT CENTRE, SALISBURY HOUSE, LONDON WALL
 CURRY-HYDE LLP 07595 119 020 charles.curryhyde@curryhyde.co.uk

PROPOSED PLAN 1:100 @ A2 17 OCTOBER 2012
 DWG NO 2.0