



## Guidance for Visitors

### Car Parking

Please ensure you have parked in a visitor's bay in the outside car park.

### On Your Arrival

The hirer or the facilitator must report to reception on their arrival. In each room you will find a register; each person must sign in.

### Security and Fire Instructions

The hirer or their representative is responsible for ensuring that the Fire and Health & Safety requirements are complied with. They are responsible for ensuring that the attendance register is correctly completed, for notifying delegates of Fire and Health & Safety requirements and for ensuring evacuation of delegates should the fire alarm activate.

Please be aware of the following emergency instructions; Anyone with a disability who may encounter special difficulties should inform the event organiser when signing the attendance register. In the event of a fire, the fire alarm will sound continuously. Please use the nearest safe emergency exit. Assemble at the fire assembly point located in Burlington Road Car Park. Do not stop to collect personal belongings. Do not re-enter the building until authorised to do so by a Fire Officer or Fire Warden.

### AV (Audio/Visual) Equipment

All meeting rooms are equipped with resident PC and AV equipment, configured and ready for use.

We recommend that prior to your meeting, you take the time to ensure that you are familiar with this and that it is compatible with your own presentation aids (such as DVD, memory stick, laptop/Mac book etc).

All AV and IT provision is configured by Regal Court and must not be reconfigured or interfered with by the hirer or their representative. Regal Court reserves the right to charge the hirer on the event that IT support is required to rectify an issue caused by such an act.

Regal Court also reserves the right to charge the hirer for any damaged or missing item (for example a presentation wand or USB driver).

### Smoking Areas

The smoking area is provided outside and to the right of the building, there is an ashtray provided.

### Mobile Phones and Public Telephone

If you wish to make a telephone call during your visit, please confine all mobile phone use to the breakout areas or outside the buildings.

### Queries or Problems

If you have any queries or problems, please ask a member of staff. We are always happy to improve our services and will take your views fully into account.

### Unloading

If you have items to unload, please go to reception for admittance.

