

SLYC Event Organiser Checklist

Things that must be done:

1. The **event** organiser will be there on the night and must remain alert and coherent as they may be required to liaise with the Council Inspector and / or Police.
2. Ensure via the Office Administrator, that the council is given **6 weeks prior notification** of the event.
3. Nominate someone to **man the front entrance** door which must remain closed at all times.
4. The second leaf to the main entrance door must be fully **unlocked** (top and bottom) as this is a fire exit route.
5. Sound readings must be taken at regular intervals with the sound meter kept in the bar. Readings are to be recorded and entered onto the Post Event Noise Report. If readings exceed 98db then the amplification must be turned down to below this level.
6. All exit doors must be kept clear of furniture. The fire exit door to the north balcony must be kept closed but the push bar can be tied down so that it doesn't lock, thereby enabling people to open the door from the balcony. There must be no chairs/tables on the balcony as this is a fire escape route.
7. The south balcony door must be closed and locked. All windows must be closed.
8. Turn on the ventilation system via the switch in the bar. The direct bar door to the balcony must be kept closed.
9. The double doors in the bar room leading to the corridor must not be propped or held open.
10. A safety notice should be read out to all patrons in the function area at the start of the night – This safety notice will be provided by the Office Administrator.
11. The event organiser must complete the post-event form - along with meter readings on the club website link - <https://form.jotform.com/spartin20/report>
12. There is a 'receive-only' mobile phone located behind the bar. This number is known to the Council Inspector and local residents. In the event of a call complaining about noise, the event supervisor should do an external check of the building to ensure that all doors, windows etc are closed and record the time and details of the caller etc and include in report. The event supervisor should also take steps to reduce the noise level (if above 98Db).