

**New User's Familiarisation Form
Dornoch Social Club 2013**

Do you now understand how to get into the parts of the Social Club which you will be using?	Y / N
Will you be sure to obtain the keys from the Service Point if necessary in advance of your booking, and return them after the event?	Y / N
Have you been shown the fire exits, and will you ensure that these are not obstructed in any way?	Y / N
Have you read the fire regulations and do you know where the fire assembly point is?	Y / N
Have you been shown where to switch on the lights and the heaters?	Y / N
Have you been shown the kitchen and how to operate safely the equipment you will require?	Y / N
Do you know where the cleaning cupboard is and how to open it?	Y / N
Do you know where to find replacement WC rolls and hand towels if you need any?	Y / N
Have you been shown where the chairs and tables are stored, and will you be able to replace them safely after your event?	Y / N
Do you understand the requirement for you to remove your rubbish from the Social Club?	Y / N
Have you read the terms and conditions of hire for the Social Club?	Y / N
Has the person explaining the use of the Social Club covered all the questions you may have regarding its use?	Y / N
Have you been given suitable contact numbers of committee members in case of any emergency or any queries?	Y / N
Signature	Date