



VENUE INFORMATION

To be completed by Donor Admin for issue with Venue Layout Diagram and Route Map to ALL venues

Venue	BLYTHE HALL		Date	7.9.15.
Session	NEWPORT SESSION		Venue Code	DUNWP.
Depart Time	Staff	N/A	Issued By	N/A
	Equipment	N/A	Designation	N/A

PARKING/ACCESS DETAILS

No Road Clearance when lorry parked outside hall
due to parking for cars at 90° angle on street
suggest move lorry and bus to other parking on street
behind hall - residential??

**Vehicles deemed
unsuitable for access to
this site (if applicable)**

N/A

ADDITIONAL INFORMATION

N/A

Heating Hire Contact/ Information	N/A.		
Lighting	GOOD		
Water	GOOD		
Toilets / Hand Washing facilities	GOOD		
Kitchen/facilities	OK.		
Room available for staff breaks	No.		
Restaurant	BLYTHE HALL	Restaurant Tel	N/A.

VENUE INFORMATION

Suggested entry/exit for equipment	E	Kitchen	K
Position of electrical sockets	X	Pre Hydration	PH
Fire Exits	FE	Welcome/registration/ refreshments	W/R
Firefighting Equipment	*	Health Screen /(Privacy booth)	HS (PB)
Heating Thermostat	H	Pack Issue	PI
Drinking Water	W	Beds	B
Light Switches	L	Sealing/Linking	S/L

Please give directions to the above if out with area detailed in diagram eg Drinking Water in kitchen:-

DIAGRAM OF SUGGESTED SESSION LAYOUT

(Please provide suggested layout including position of all areas using key above)

