

Tudor Drive Hall and/or New Malden Hall

Information Sheet for Hall Hire - Meetings / Events

Address:

New Malden Hall - New Malden Library, 48 Kingston Rd, New Malden KT3 3LY

Tudor Drive Hall - Tudor Drive, Kingston KT2 5QH

For use on Day:

Fire Evacuation:

If you see a fire - activate the nearest alarm & leave the building & call 999

If a fire alarm is sounded;

Please leave the building immediately via the nearest exit.

First Aid & AED:

All regular Hall Hirers should bring their own First Aid kit and maintain this.

Please contact **999 for medical assistance**

Tudor Drive Hall: Closest AED Defibrillator to Tudor Drive Hall is located

Latchmere Recreation Ground - Available times: 24/7 Access type: Public

New Malden Hall: Closest AED Defibrillator to New Malden Hall is located **Outside**

178 High Street, New Malden, Kingston Upon Thames, KT3 4ES - Available

times: 24/7 Access type: Public

Other Contacts:

Mitie Helpdesk: 0808 500 1673 or 24 hour FM Emergency Number: 0208 547 5056

Health & Safety Incident/s:

Please report any incidents to the H&S team healthandsafety@kingston.gov.uk and

include the FM Office rbk.fm@kingston.gov.uk

Toilets: Toilet facilities are located at both sites

Furniture: If any chairs or tables are used, please ensure that these are wiped down and stored in the allocated area.

Tudor Drive: 12x tables (182cm x 72cm) and 55x folding chairs

New Malden: 13x tables and 52x folding chairs

Kitchen: Please ensure that all surfaces are wiped down and items are stored away. Please do not leave any appliances switched on except the Fridge.

Heating: Please ensure that the heating or cooling systems have been switched off after the Hall hire use

Windows & Doors : Please ensure all doors and windows are closed after your use of the Hall - even if they had previously been left open.