

Templar Arts & Leisure Centre (TALC) User Guide

Welcome to the Templar Arts & Leisure Centre!

The Templar Arts and Leisure Centre is a charity registered in Scotland. The building is owned by the people of Tarbert, and run by a management committee of volunteer trustees, many of whom are regular users of the hall. This User Guide is intended to inform you of things you need to be aware of when you are using the hall, for your safety and the safety for all those in your group.

The trustees maintain a safe building. You, as a user, accept responsibility for what happens while you are in the hall. You will have acknowledged the conditions of hire, and are bound by these.

Please note that although we have a part-time cleaner, we do not have a janitor so it is essential that you leave the hall in a clean and tidy state.

CAPACITY

According to the Fire Safety Enforcement Officer, the maximum number of people that can be accommodated on each floor of the hall is:

Ground Floor: 50-60

Middle Floor: 40-50

Top Floor: 20-30

FIRE SAFETY

Please be aware of the location of the fire extinguishers, fire blanket (ground floor only) on the floor(s) you are using, and the break glass alarm on the stairwell landings and entrance lobby.

As the person who signed for the key, you are responsible for ensuring all those in your group are safely evacuated in case of a fire. This includes checking the toilet(s) and (on the top floor, the big cupboard) on the floor(s) you are using.

FIRE EXITS on the middle and top floors are via the stairs and main door.

On the ground floor, if there is only one group in the building, the same applies. However, if there are multiple groups in the building, it is best if those in the ground floor room use the fire door in the left corner of the room facing the street – a simple turn of the knob should open the door. There is a fire exit by the kitchen door as well – turn left out of the door past the bins and left again.

The stairs are the safe corridor of escape. In the unlikely event of a fire in the stairwell preventing escape from upstairs, stay in the room with the fire doors closed and await help.

The assembly point is across the road in Harbour Street.

Ring 999 (our fire alarm is NOT linked to the fire station) and give them the post code of the Templars' Hall: PA29 6UD.

Use the appropriate fire extinguisher to contain the fire, BUT ONLY IF IT IS SAFE TO DO SO.

Do not stop to collect belongings.

Do not re-enter the building until authorised to do so.

Do not take risks.

During the use of the building, NOTHING should be placed across the fire exits.

LIFT

If someone is caught in the lift due to a power failure, the lift can be manually wound down. The key for access to the hand-operated lift winding gear is in the cleaner's cupboard in the ground floor room. The key for the cleaner's cupboard is in the first wall cupboard in the kitchen. You will be shown how to do this but phone numbers of Trustees who can help in case of emergency are posted by the fire alarm box in the ground floor foyer.

FIRST AID

There should be a first aid kit on each floor. These are found in the following places:

Ground floor: in the first cupboard in the kitchen

Middle floor: in the kitchenette

Top floor: in the top drawer of the plan chest in the first window alcove on the right as you come into the room.

The closest defibrillator is on the side of Earra Gael (left out the front door, the small white building across the road on the harbour side).

Please leave a note on the whiteboard if you find the first aid kit running low on items.

Please read our Room Hire Terms and Conditions to ensure that you are aware of your responsibilities (available on our booking site: <https://hallbookingonline.com/templararts/>).

TEMPLAR ARTS & LEISURE CENTRE

Harbour Street

Tarbert, Argyll

PA29 6UD