

Part 3. Venue facilities	Yes: ✓	No ✓
Disabled Toilet Facilities: quantity:		
Toilet facilities: quantity:		
Furniture available: table chairs		
Is seating always laid out?		
Is it a U3A responsibility before & after activity to lay out seating?		
Is the following equipment available: Induction loop: projector & screen; microphone		
Can we bring equipment into the venue?		
If so, would our equipment require to be PAT tested?		
Would we be able to store any such equipment under venue insurance? Or do we need to provide our own?		
Are kitchen facilities available?		
Are there records of relevant checks of kitchen appliances if required?		

Part 4. Additional information	Yes: ✓	No ✓
Is there free Wi-fi (and any password)?		
Is there designated or local parking?		
Are we able to open windows (& close on leaving)?		
Is there any automated heating? Can we control it, if returned to original settings on leaving?		
How do we get entry? Details:		

Related documents:

GKD U3A Equality, Diversity and Inclusion Policy *

GKD U3A Incident Form

GKD U3A Data Protection Guidelines for Members & Convenors

Remarks:

Consider the need to restrict numbers, dependant on the venue capacity of participants that can safely be accommodated; controlled, if necessary, by requiring members to sign up in advance. Ensure you take into consideration any member with mobility or sensory requirements.

<p>Signed:</p> <p>Print Name:</p>	<p>Dated:</p>
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