

VENUE HOUSEKEEPING/ MC NOTES LIMES & VICTORIA ROOMS

SMOKING

The Christchurch Town Hall is a smoke free venue, this includes the use of e-cigarettes and vapes. For those wishing to smoke, you must exit the building and then stand at least 10 meters clear of any main entrance.

TOILETS

The nearest toilets are located in the main foyer on the ground floor. You just need to exit through the door you entered in, take the stairs or the elevator down to the ground floor and then walk across the foyer to get to the toilets.

DEFIBRILLATOR

A defibrillator is available outside the First Aid Room (located to the right of the female toilets).

EMERGENCY EXITS

If the alarms are to sound, please exit the building using the nearest available exit. If any of the exits should not be used, they will denote a red NO EXIT sign above them. The Assembly Point is in Victoria Square.

In the event of a significant earthquake, it is best practice to Drop, Cover and Hold until the shaking stops. Venue staff will then provide direction on what to do next. It is usually safest to remain indoors until advised it is safe to exit.

Venue staff will provide assistance during any emergency, please follow their directions at all times.