

## **Dewsbury Arts Group – Membership Information**

Here is some information that you might find useful.

<b>What?</b>	<b>Where?</b>
Switches operating automatic shutters	By each exit there is a white switch which moves the shutters up and down. The one for the auditorium is operated by the key which is attached.
Risk assessments	H&S shelf in the bar store
Premises manual	H&S shelf in the bar store
Front of House manual	Shelf behind the door in the kitchen
Front of House equipment	Cupboard below and to the right of the sink in the kitchen
Fire safety regulations	Notice board in kitchen and in risk assessment folder
First Aid Kit	Shelf behind kitchen door
Accident pad	Shelf behind kitchen door in the file box with first aid kit
Pay Phone	Outside the kitchen
Spare Bulbs	Shelves in disabled toilet
Stop Cock	Gent's toilets downstairs
Fuses	In cupboard in entrance lobby, one fuse above the coat hangers in the foyer.
Emergency light switches	Room 1 cupboard behind the lift, 2 switches backstage behind stage left door.
Cleaning equipment	Bar store
Spare paper towels and toilet rolls	Shelves in disabled toilet

### **Contact List**

Chair	Mark Bailey 0113 204 9772 mandm90@btinternet.com
Secretary	Jacky Fletcher 07906 405620 or 01924 468464 jackym.fletcher@gmail.com
Premises Officer	David Fletcher 07906 405613 or 01924 468464 thornhillfletcher@ntlworld.com
Technical Officer	Tony Fox 01924 261801 07525 834856 tony.a.fox@mercer.com
Youth Secretary	Maria Bailey 07586 297492 mandm90@btinternet.com