



Leasowe Community Centre

Stewards Form

At all events that include public performances and private hires, the hirer must provide FOUR stewards to carry out the requirements listed below

Stewards will be required to -

1. Ensure that all exits are kept clear in the event of an emergency
2. Ensure that the Centre is protected from damage to the best of their ability
3. Ensure that the health & safety of all persons present during the period of hire is protected to the best of their ability
4. Ensure that all persons attending the function leave the premises by the required time, quietly
5. Ensure that proper liaison is made with the Centre Caretaker over emergency procedures.
6. Ensure that order is generally maintained during the period of hire.

Please provide the names, addresses and telephone numbers of four stewards below

Name	Name
Address	Address
.....
.....
Post Code	Post Code
Telephone No	Telephone No
Signature	Signature

Name	Name
Address	Address
.....
.....
Post Code	Post Code
Telephone No	Telephone No
Signature	Signature

This form should be completed and returned with your Booking Form

Data Protection Act 1998: This information you have provided is used to fulfil your booking. All records are treated in strict confidence, kept in a secure environment and only accessed by appropriate staff. We do not share this information with any other individuals or organisations.