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## Private events at the Army & Navy Club – First Floor

# We kindly request that your guests are informed of the below before your function begins

### Toilets

Ladies and Gentlemen's facilities are located on the ground floor and also on the second floor. The main cloakroom is on the ground floor. Please note anything left unattended is at your own risk.

### **Fire Safety**

The fire alarm is a continuous loud siren. Should you hear this siren, other than during the test, please leave the building immediately, following the instructions on the back of your door or using the closest fire exit. You must report to the nearest gate in St James's Square garden. Do not use the lifts.

The Army & Navy Club is equipped with an automatic fire detection system. All the staff undertake regular fire drill practice, and there is a nominated Fire Warden for each floor. The fire alarm system will be tested at 10.30 hours every Tuesday.

#### Smoking

There is a no smoking policy within the Club. Guests are requested to use the area outside the front of the Club to smoke.

#### **Mobile Phones**

Mobile phones can be used in the private function rooms only, not in the corridors, or members' areas.

