



Congleton Town Council

Historic market town

Congleton Town Hall

Housekeeping & Emergency Arrangements for meetings, seminars & events

Welcome to Congleton Town Hall. The Town Council hope you enjoy your meeting/seminar/event. If you are new to the building, please take the opportunity to look around.

In case of fire or emergency

- Please familiarise yourself with the Fire Emergency Instructions and emergency exits, which are well signed.
- In the case of Fire or other emergency, the fire alarm will sound. **This will not be a test.**
- Please make your way out quickly and calmly. Staff will be available to help. **The Assembly Point is outside the former Council Offices on Market Square, at the rear of the Town Hall.**
- Please do not attempt to re-enter the building until advised that it is safe to do so by a member of staff.

Toilets

The main toilets are located on the Ground Floor and disabled facilities are available on both the Ground and First Floor, with lift access available on the Ground Floor.

Water Dispensers

Water is always available from the dispensers around the building.

Polite Request

To enable us to provide an excellent level of service to all of our customers, please adhere to your scheduled time slot so that we can prepare the room for the next meeting.