

Further Notes and Information

FIRE INFORMATION

- On discovering a fire: operate the nearest fire alarm at the "break glass" operating point.
If possible and if it is safe to do so, use the fire extinguishers to contain the fire.
- On hearing the alarm: leave the building and report to the assembly point.
- The assembly points are:
 - on the grass to the left of the main gate
 - on the grass at the rear of the Museum opposite the Resource Centre
- Please:
 - use the nearest available exit
 - do not use lifts
 - do not stop to collect personal belongings
 - do not re-enter the building
- Please ensure that you know where the nearest fire alarms and fire exit points are located.
- A fire assembly point diagram is available on request.

SMOKING POLICY

- Smoking is not allowed in any of the Museum buildings.
- There are 2 designated smoking areas located:
 - outside the Museum restaurant
 - outside the Camelot Centre

Please use the ashtrays provided.

MUSEUM OPENING TIMES

- The Museum opening times are:

March 1st – October 31st	09.30 – 17.30
Nov 1st – February 28th	10.00 – 16.30
- Conference delegates will not have access to the Museum exhibition halls outside of the above times, unless by prior arrangement.

SECURITY

- The Camelot Centre has an external entry door with a security key code, which must be used at all times.
Please contact the conference and events team prior to your conference to obtain the security code for your delegates; the code will be on display in the conference centre.
- The Merlin Suite has a security key code entrance door that may be switched off if required.

CAR PARKING

- We have plenty of parking available on site. For large conferences we use our test track as overflow parking if necessary. We can also use extra land surrounding the Museum if required.
We will provide a car park marshal during peak arrival times if delegate numbers require it.

MEDICAL ATTENTION

- We have a certified first aider on site. The closest hospital is the Yeovil District Hospital(01935 475122).
The closest Doctor's surgery is in Queen Camel (01935 850225), and the closest pharmacy is the Moss Pharmacy in Castle Cary (01963 350263).

ALCOHOL LICENCE

- We are fully licensed in all areas of the Museum, excluding Lancelot and Galahad rooms in the Camelot Centre.

ACCOMMODATION

- We will be happy to supply a list of local accommodation for your delegates, alternatively we can arrange your accommodation requirements at a small charge.