



Please ask for: Tourist Information

Direct Line: 01253 658443

E-mail: touristinformation@fylde.gov.uk

Date: As per postmark

Group Party Organiser

Dear Sir/Madam

Group Party Visits

We are very pleased that you wish to bring a party to the Windmill, at Lytham. There is much to interest people and we hope that your visit to Lytham will be enjoyable and rewarding.

1. Please complete and return the attached form as soon as possible (giving at least two weeks notice) and confirm any other details or requirements in writing. Please note that visits should be on a Monday or Tuesday. The hours of visiting are from 10.30 am until 1.00 pm or 2.00pm until 4.30pm.
2. The volunteers who will be available on your visit are members of Lytham Heritage Group, they will aim to make each visit interesting, rewarding and suited to the needs of the particular group. To help them achieve these objectives, we request that each leader should identify the needs of their group. Should any of your group have special needs it would be advisable to discuss this with ourselves prior to the visit as the site may be unsuitable for people with disabilities. If the attached form is not returned giving 14 days notice, it means the visit will not have been confirmed and may not be able to proceed.

Feb 2016

3. To ensure that everyone derives the maximum benefit, we recommend that, if possible, and particularly if you are not familiar with the resources and facilities available, that you should arrange a visit, meet some of the guides and obtain suitable literature before making plans and preparations. The maximum group visit is up to 40 at any one time.
4. For the benefit and well-being of everyone and to comply with safety requirements, we may ask that the party be divided into smaller groups of not more than 15.
5. Please find enclosed a copy of our own Risk Assessment of the premises. A copy of your own Risk Assessment must be forwarded to myself prior to your visit.
6. Fylde Borough Council and Lytham Heritage have no responsibility for any person(s) from your group this responsibility lies with yourselves as the organisers.

On behalf of Fylde Borough Council and Lytham Heritage we extend a hearty welcome and trust that all your expectations will be fulfilled. Should you have any queries please do not hesitate to contact one of our team on the above telephone number.

Yours faithfully

Fylde Borough Council

Feb 2016

THIS FORM TO BE COMPLETED AND RETURNED GIVING AT LEAST 14 DAYS NOTICE PRIOR TO A VISIT

Visit to Lytham Windmill

- 1. Name of Party
- 2. Contact Name
- Address
-
-
- Telephone Number
- 3 Proposed Date of Visit Time of Arrival
- Time of Departure Number in Party
(40 maximum)
- 4 Please outline purpose of the visit :
.....
.....
- 7. Are there any specific objectives that you aim to achieve?
.....
.....

Please complete and return, giving at least 14 days prior notice to:

Fylde Borough Council
Town Hall
Lytham St Annes
FY8 1LW Tel: 01253 658443

FOR OFFICE USE ONLY
Date of Return:

Copy to: Heritage Group
 Information Office



Leaflet to Group Party Visits

- A representative from the Heritage Group who will be on hand in Windmill they are not all CRB checked
- Whilst in the Building the group are the responsibility of the party organiser
- The Heritage member is available for general advice and security purposes only
- They are not all qualified first aiders but a first aid box is available on site
- The nearest public toilets on Lytham Green



Lytham Windmill

Fire Procedure



- In the event of Fire RAISE ALARM immediately - break the glass of the nearest fire point
- On hearing alarm of fire, the Fylde Borough Council member of staff will call the fire brigade – in absence of this person a member of the Lytham Heritage will do so
- This person will then check all floors and advise all persons to leave by the nearest available exit
- This person (or any other responsible person), MUST stand as near to the entrance (in safe distance) to ensure that no-one enters the building
- All persons must gather to the side of the public toilets on Lytham Green
- When the fire brigade arrive they will consult with the relevant person (either Fylde Borough Council staff member or Lytham Heritage member) to ensure that all staff and customers have left the building
- The building is ONLY accessed again when the fire brigade says it is safe to do so.

