Crayford Community Centre
Hall and Meeting Room

Information for Hirers
and
Conditions of Hire

April 2017
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1. **Introduction**

Crayford Community Centre is located above Crayford Library and was opened in November 2012. The hall and meeting room are ideally suited for people wishing to hire a venue for private and public events such as conferences, meetings and public displays, as well as being an outstanding venue for charities, business and other organisations that need space to operate their activities. The first floor facilities are accessible for one wheelchair user (See section 19 for details).

2. **Location**

Crayford Community Centre provides a central venue within the London Borough of Bexley, located just minutes from the A2 and M25.

3. **Car parking**

Town centre parking is available nearby, hirers are responsible for checking conditions of parking in car parks.

4. **Capacity and room layouts**

Crayford Community Centre has a hall (with access to a terrace) and a meeting room available for hire independently.

The maximum capacities for each area of the Centre are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Maximum capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall (including outdoor terrace)</td>
<td>90 (including seating for 24 on the terrace)</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>30 (18 if seated at tables)</td>
</tr>
<tr>
<td>Whole Centre</td>
<td>120</td>
</tr>
</tbody>
</table>

The whole Community Centre has a maximum capacity of 120 people and can be hired in its entirety for events that require sole occupancy. Please note that while we welcome many types of large events, the community centre is located within a residential development and there are restrictions on noise that mean the community centre is not a suitable venue for all types of booking.

The terrace can only be hired as part of a hall hire and is not available for hire separately.
For fire safety reasons there is a limit of one wheelchair user that can be accommodated in the building at any one time, as the Community Centre is a first floor facility. (See Section 19 for details).

Details of possible room layout styles are set out on page 6. The capacity of each room varies according to the room layout style selected.

The Council reserves the right to refuse space hire for any activity deemed inappropriate.

5. Period of hire
The Crayford Community Centre hall and meeting room are available to hire from Monday to Friday between 9am and 11pm and Saturday and Sundays between 9am and 8pm. Due to the proximity of local residents, the terrace is only available until 8pm. Hire on Sundays is available for whole centre bookings only.

A minimum hire period of two hours applies during the evening and a minimum hire period of three hours applies at weekends.

All new Hirers will be required to undertake a tour of the building (approx. 15 minutes) by Council staff, in order that they can be made familiar with emergency evacuation procedures and will nominate an individual who will be responsible for liaising with the Council staff for implementing any such procedures.

All bookings must finish at the end of the agreed hire period. The building must be vacated by the end time specified at time of booking.

All bookings are subject to availability.

6. Hire rates
Please refer to separate Hall and Meeting Room Hire charge leaflet detailing current charges.

Block bookings – hire charges will be invoiced monthly in arrears. Payment for the first booking of the series is to be made in advance.

All other bookings – full payment of the hire charges (including equipment hire charges) should be made at the time of booking.

Community Rate: This rate applies to community groups, charities, private individuals (for private functions) and organisations offering activities and events to the local community at an affordable cost.

Commercial Rate: This rate applies to all hirers that are undertaking commercial activities from the premises including but not limited to the operation of businesses, the provision of services to private individuals (such as tutors and personal trainers) and the organisation of events with stall holders or third party providers.

Function Rate: This rate applies to all bookings which meet any of the following criteria:

- Any event of any description with more than 60 attendees on Saturdays or any event that takes place at any time on a Sunday
- Any event that the Council judges at its sole discretion, to require sole occupancy of the community centre

The Council fully reserves the right to decide which rate applies to any booking request. Please call us if you require any further advice on which rate applies.
7. **Catering**
There is a fully-equipped kitchen in the Community Centre which hirers may use to prepare food. By the end of the hire period the kitchen must be cleaned and left in the condition in which it was found with all utensils, cutlery, crockery and equipment washed up and put away.

8. **Staffing at Crayford Community Centre**
A member of staff will unlock the premises at the start of the hire period, remain on site throughout the hire and lock up at the end of the hire period and is authorised to give directions and orders with regard to the use hereby permitted.

9. **How to make a booking or obtain further information**
All bookings must be made at least one week in advance.

A provisional room booking can be made by contacting the Business Support Team on:- 020 3045 3779 or by emailing libraries@bexley.gov.uk.

All provisional bookings may be held for up to ten working days. To secure any provisional booking please complete the “Application for Hire” form and return it along with your hire payment, within ten working days of making the provisional booking to:

**Email:** libraries@bexley.gov.uk

**Post:** Business Support Team
Footscray Offices (Ground Floor)
Maidstone Road
Sidcup, Kent
DA14 5HS

Please be aware that if the completed “Application for Hire” form is not received within ten working days of the provisional booking the Council reserves the right to offer the accommodation elsewhere without notice.

Please make cheques payable to: LONDON BOROUGH OF BEXLEY, or credit/debit card payments can be taken over the phone on the number above.
Room Layouts

The following styles of set up are most popular. Please specify if you wish to have your room set up in a particular style.

**BOARDROOM**
Typically used for Board meetings, brainstorming and external meetings

**CABARET OR CAFÉ STYLE**
Typically used for training or special events. Round tables can also be use. More informal

**CLASSROOM**
Typically used for conferences or education where note taking & interaction with front required.

**THEATRE OR CONFERENCE**
Typically used for conferences or presentations where maximum seating capacity required

**U-SHAPED**
Typically used for training or presentations where interaction required
CONDITIONS OF HIRE

1. Definitions
In these conditions, and in the scale of charges the following expressions shall have the meaning hereunder assigned to them:

- “the Council” means the Mayor and Burgesses of the London Borough of Bexley;
- “the Hirer” means the person signing the form of application to use the premises;
- “the Premises” means the Hall or Room specified in the form of application signed by the Hirer; along with the toilets, kitchen, common areas and any other part of the Community Centre that the Hirer will use or occupy in relation to their booking.
- “block bookings” means the hiring of the premises by a single application on no less than six occasions during any period of 12 months
- “single bookings” means the hiring of the premises other than by way of block booking.

The following conditions of hire of accommodation set out the legal requirements under the terms of our Premises Licence and London Borough of Bexley’s conditions for public use of Council accommodation. They are intended to ensure the safety of persons using the premises, staff, the building and any fixtures and fittings.

Please read these conditions and ensure those persons organising your event are aware of the requirements. The Council reserves the right to update or make reasonable changes to the conditions of hire at any time and may cancel any bookings if the Hirer does not agree to these changes.

2. The hire period
The Hirer shall strictly observe the times of the hire and must not exceed them. The duration of the hire period must include time required to set up prior to the event and to clear up following the event.

Access to the Centre will not be possible prior to the agreed hire start time and the Hirer will be charged a full additional hour if the facility is not vacated by the end of the hire period.

3. Use of premises
(a) The Hirer shall not use or cause or allow the premises to be used:

(i) for any purpose other than that for which the application has been granted unless any alteration of purpose has been previously notified to the Council and such alteration has been approved by or on behalf of the Council;

(ii) in such a manner as will cause interference or annoyance to any other occupants of the premises or neighbouring residents;

(iii) for the performance of live or recorded music that would be audible at the façade of nearby dwellings at any time. Amplified sound of any kind (including but not limited to live music, recorded music playback and amplified speech of any kind) is prohibited after 8pm Friday to Sunday. All uses of the premises must fully regard the need to limit noise made and noise complaints from neighbouring residents will be treated as a violation of item ii above and may lead to the termination of the booking.

(iii) for the display of any advertising material except such material as relates to the purpose of the meeting for which the Hall or Room is hired in which case it shall
be displayed in such a position that it can be seen only by persons attending the meeting;

(iv) for any purpose which may directly or indirectly contravene any laws or regulations, including licensing restrictions (see section 18), or which may be considered to be (at the Council's sole discretion) discriminatory, defamatory, obscene or a threat to public order and will comply with all reasonable requests of the Council staff in relation to the use hereby authorised.

(v) In such a way as would endanger the public.

(b) The Hirer shall not do or cause or allow to be done anything which will render ineffective in whole or in part, the policy or policies of insurance effected by the Council in respect of the premises or the contents thereof.

(c) During the period of hire the Hirer shall be responsible for the efficient supervision of the Premises including the effective control of children and the orderly and safe admission and departure of persons to and from the Premises.

(d) During the period of the hiring, the Hirer shall not use or allow to be used any furniture or equipment which has not been previously booked and paid for by the Hirer.

(e) All scenery, decorations and other material erected by the Hirer, or brought into the Premises should be manufactured to recognised safety standards. The Council reserves the sole right to prohibit the use of, and where necessary remove from the Community Centre, any item that does not comply with this requirement or that is suspected to not comply, or that is deemed to pose any risk to the premises or its occupants.

(f) No nails, screws, or bolts shall be driven into any of the walls, floors, doors, ceilings, window frames, or fittings of the premises or any other parts. No adhesive material (including blue tac) is to be used for the display of posters or other materials. No placard, decoration, flat, emblem, poster or advertising matter in connection with any hiring and use of the premises shall be exhibited on or outside the premises, except with the express prior consent in writing of the Council.

(g) No gas or oil stoves, lamps, lanterns, candles, fireworks, inflammable films or any explosive, toxic, hazardous or highly flammable materials shall be brought into the premises.

(h) Only one small (4.7kg) disposable cylinder of helium may be permitted in the centre, with prior approval of the Council. No other compressed cylinders for air, gasses or liquid may be brought onto the premises unless required by an individual for medical purposes.

(i) The Hirer shall not, for any purposes, treat, or apply any substance whatsoever to any part of the floor of any hall or room on the premises.

(j) The Hirer shall not use dry ice, stroboscopic lighting, smoke, real flame, lasers, vapour or water vapours in any part of the premises.

(k) The Hirer shall leave the premises in a clean and tidy state, ensuring the premise is returned to the condition in which the hire period began.

4. **Sub-letting**
A hiring, or the rights under any hiring granted, may not be assigned or sub-let.

5. **Loading and Unloading**
The Hirer must notify the Council, at least one week in advance of the hire, of any requirements for loading and/or unloading goods or equipment at the venue either before, during, or after the
period of hire. Restrictions may apply to the times that are available to undertake loading and/or unloading.

6. **CCTV**  
For safety and security reasons the entire Community Centre is covered by CCTV including the hall, meeting room and entrance.

7. **Cancellation of booking**  
(a) **By the Hirer**  
Bookings may be cancelled at any time but notification of cancellation must be made in writing by the Hirer.

In the case of single bookings, the Hirer will receive a partial refund of their hire fee on the following basis:

The Hirer shall pay 20% of the hire fee in respect of any single booking if such booking is cancelled by the Hirer with more than 7 days notice prior to the date of hiring of the Premises.

The hirer shall pay 50% of the hire fee in respect of any single booking if such booking is cancelled by the hirer with less than 7 days notice prior to the date of hiring of the Premises.

In the case of block bookings the Hirer shall give notice of not less than one calendar month, commencing from the date that the Council are notified of the Hirers wish to cancel in writing. The hirer will be invoiced for all scheduled occasions of hire within the notice period.

(b) **By the Council**  
The approval by or on behalf of the Council of any application for the use of the premises is subject always to the right reserved by the Council to cancel the booking, if there is good reason to do so.

If the Council considers that the event is likely to be objectionable or undesirable, at any time it may cancel the booking.

If the conditions of hire are not complied with in full the Council may terminate any bookings and the Hirer shall forfeit the sums paid under those bookings.

The Council may cancel a booking if the hirer breaches the conditions whether statutory or otherwise. This includes disorderly or unseemly conduct on the part of any person present at the event. Should the hirer fail to comply with the conditions the Council’s representative has the authority to stop the Hirer’s event.

The Council may cancel any booking without notice if the Premises is required in an emergency

The Council retains the ultimate right of cancellation in relation to any booking, at its own discretion and no later than 7 days prior to the hire date, as long as it can be demonstrated that it is reasonable action to take.

(c) **The Council will not be liable for any loss due to any breakdown or failure of machinery, electricity, leakage of water, fire, or act of God which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled.**

8. **Revision of scale of charges**  
Fees are normally reviewed annually and apply from 1 April to 31 March each financial year.
However, the council reserves the right to vary the scale of charges at any time and the new charges will become operative one month from the date of despatch of notification to the hirer or at any later date that the Council may decide.

9. **Damage**
The Hirer shall pay to the Council the costs of -
(a) making good any damage to the premises, furniture, fittings, or apparatus; or
(b) any additional cleaning required at the discretion of the Council to reinstate the Premises to the condition in which it was in prior to the booking.
(b) the replacement of any articles or property belonging to the Council and lost or found to be missing from the premises during the period or periods the premises are occupied by the Hirer, and the Council shall be the sole judges of the damage done and the cost of making good such damage or replacing any missing articles or property.

Hirers are required to pay these costs within 28 days.

10. **Condition of premises upon vacation**
The hirer is responsible for ensuring that Council property is left in a good condition at the end of the hire period. This includes:
a) leaving the property in a clean and tidy state
b) removing any items brought onto the premises by the Hirer.
c) relocating rubbish and recycling to the premises bin store located on the ground floor. Access to the bin store will be provided at the end of the hire period by Council staff.
d) returning Council equipment used as part of the hire to its correct location

11. **Loss of property**
The Council shall not be responsible or liable for any damage to or loss of property, articles or things whatsoever placed or left in the premises by the Hirer or by any other persons using the premises.

12. **Insurance**
The Hirer is required to have public liability insurance with a minimum indemnity of £5,000,000 or to be covered by Crown Indemnity. Alternatively, private hirers have the option of being included on the Council’s Third Party Hirers policy by payment of a premium of 7% of the overall hire fee, where they do not have their own insurance policy in place.

The Hirer is required to pay an excess of £100 for each claim made.

Any company, organisation or individual intending to provide a service, activity or event to the public, making an application for hire must confirm that they have a valid Certificate of Insurance covering public liability for the required minimum indemnity sum and must provide a copy of this insurance when returning the hire application form.

The Council’s Third Party Policy is not applicable to commercial business companies, and as such the 7% premium will not be applied to commercial hire costs.

13. **Right of Entry by Council’s Officers**
During the period of hiring the Council's Authorised Officers or Officers of the London Fire and Emergency Planning Authority may enter any part of the premises to observe whether conditions are being observed or for any other purposes of their duties. The instructions given by the Council's Authorised Officers on duty at the time of the booking shall be complied with, as these persons are responsible to the Council for the control and management of the premises.
14. **Nuisance behaviour**
   In the event of any person acting in such a manner so as to cause nuisance, annoyance or inconvenience to other persons or is likely to cause damage to property the Hirer shall take all necessary steps to maintain good order and inform the Council staff of any such incident and comply with all reasonable requests in respect thereof.

15. **Alcohol**
   Crayford Community Centre does not have a license for the sale of alcohol. The sale of alcohol or supply via any third party is not permitted.

   The Hirer shall not sell or supply alcohol by or on behalf of a club to, or to the order of, a member of the club or cause or allow to be sold any alcohol on the premises.

   The Council will not authorise any hirer to apply for a Temporary Event Notice (TEN) to sell alcohol in respect of these premises.

   In the case of private functions, such as family gatherings, alcohol may be provided by the Hirer free of charge directly to invited guests and without the intervention of a third party. It is the hirers responsibility to ensure that alcohol is not consumed by persons under 18 years of age. Hirers must ensure they comply with all relevant legislation.

16. **Drugs policy**
   No illegal drugs or substances may be consumed or brought onto the premises. It is the Hirer’s responsibility to ensure that all persons attending the event or meeting adhere to this policy.

17. **Premises Licence**
   The Community Centre is licensed for the following activities by the Premises License:

   - The performance of plays
   - The exhibition of films
   - Indoor sporting events
   - Live music
   - Recorded music
   - Performance of dance

   The Premises License covers the building for hosting the exhibition of films, where the correct licenses are in place to permit the Hirer to display or screen a film without infringing the copyright.

18. **Copyrighted works.**
   Licenses are in place to cover certain types of copyrighted works. The Hirer is fully responsible for ensuring any other licenses or permissions are in place for the use, display, exhibition or performance of copyrighted works and the Hirer is fully responsible for any infringement of copyright occurring during the period or periods the premises are occupied by the Hirer.

   The Community Centre has PRS and PPL licenses covering the playing of copyrighted music from most sources.

   The Community Centre DOES NOT have any license for the display or screening of films or music videos protected by copyright – the Hirer is responsible for obtaining the appropriate licenses and/or permissions for the display or screening of any film or music video.

   The Hirer is responsible for ensuring that their booking of the Community Centre fully complies with the requirements of the licenses put in place by the Council.

   The Hirer shall be liable and must make arrangements for any required Licences and the payment of Entertainment or other Tax or any Royalties chargeable in respect of the purpose for which they use the premises.
The Hirer must provide the Council with details of all music used on the premises where the booking is for a public event so that the Council can comply with the terms of its PRS and PPL licenses (Hirers booking for private/family events do not have to provide this information to us).

19. **Fire regulations**

The Hirer will ensure that the Council’s fire procedures for the premises are observed. The Hirer’s responsibilities are outlined in Appendix 1 - Instructions to Hirer (Fire Safety and Evacuation) which can be found at the end of this document. Building Evacuation information is displayed in the Crayford Community Centre hall and meeting room.

All new hirers will be required to undertake a tour of the Premises in order that they be made aware of the location of emergency exits and to have emergency evacuation procedures explained to them. Hirers will need to take on Fire Marshall responsibilities in the event of an evacuation which are explained in Appendix 1 – Instructions to Hirer (Fire Safety and Evacuation)

The Hirer must sign the agreement to show that they have received and read the Instructions to Hirer (Fire safety and Evacuation) and it is their responsibility to advise attendees about the evacuation procedure prior to the commencement of any event.

The Council requires that Personal Emergency Evacuation Plans (PEEPs) are completed for individuals with special needs who may require assistance to evacuate (this may include wheelchair users, or any other individual that may require assistance or special measures to be evacuated from a first floor premises) These must be provided to the Council for assessment by a Building Control Officer at least two weeks prior to the commencement of the hire. It is the responsibility of the Hirer to inform the Council on their application form if they are expecting a wheelchair user to attend their event. Hirer’s can request a PEEP Questionnaire and Plan from the Council at any time using the contact details on page 5 of this document.

In addition, regular or long-term Hirers (those making an application for a block booking) must provide a copy of their own fire risk assessment. This must be provided to the Council for assessment by a Building Control Officer at least two weeks prior to the commencement of the hire.

The Hirer shall ensure that all fire exit doors shall be kept unfastened and unobstructed and immediately available for exit during their booking. No obstruction shall be placed or allowed to remain in any corridor giving access to the Crayford Community Centre hall and meeting rooms. The Hirer must not conceal to view or obstruct access to any fire fighting equipment. Council staff will retain access to all fire escapes, corridors and fire fighting equipment during hire periods to ensure that they are clear and immediately available in an emergency.

An Evac chair is located at the top of each stairwell with which it is possible to evacuate a wheelchair user from the Centre. As it may only be possible to access one of the fire escapes during a fire, only one wheelchair user may use the Centre at any one time. In the event of the fire alarm being activated within the building, the Hirer may be required to assist the Community Centre staff member with the evacuation of a wheelchair user. Please note that in an emergency the lift must **not** be used

Any special needs relating to the fire safety arrangements in general for the premises not already covered must be raised by the Hirer with the Council and supplementary terms to ensure customer safety must be agreed. It is the Hirers responsibility to advise the Council if supplementary terms may be required. These must be agreed with the Council and if agreement cannot be made the application to hire the premises will be rejected.

20. **Smoking**

Smoking (including electronic cigarettes) is not permitted in Council premises. This includes the terrace area of the Community Centre.

The hirer is required to respect the Council’s restrictions on smoking and to ensure that all persons attending the meeting or event do likewise.
21. **Use of electrical equipment**
   All electrical appliances used by the Council are tested regularly for safety reasons. The hirer shall not make any alterations or in any way interfere with any of the electrical fittings or appliances in the Premises.

   All electrical equipment brought onto the premises must display an up-to-date Portable Appliance Test (PAT) certificate to show that it is electrically safe.

22. **Maximum numbers**
   The Hirer shall not exceed the maximum numbers guidelines as supplied with the booking form.

23. **Child Safety Policy**
   Hirers working with children and young people must have a Child Safety Policy and comply with all statutory and other requirements in respect thereof.

24. **Disclosure & Barring Service (DBS checking)**
   Hirers should be aware when hiring the Council's premises for events involving vulnerable adults or children that the event organiser is responsible for ensuring that DBS (formerly known as CRB) checks are in place for persons engaged in providing services, care or support, where this is required in accordance with the relevant regulations. Details can be found [http://www.crb.homeoffice.gov.uk/](http://www.crb.homeoffice.gov.uk/). The Council accepts no liability whatsoever for any failure to discharge such duties.

25. **Health and Safety Regulations**
   The Hirer is responsible for ensuring that they do not compromise the health and safety of the Council’s employees and visitors to its premises. They must ensure that they are familiar with and comply with the Council’s rules, and procedures relating to the hire and use of the premises, and cooperate with any instructions issued by the Council’s representative on site.

   The hirer is also responsible to undertake any risk assessments relevant to their event.

26. **Animals**
   The Hirer shall not permit any animals other than assistance dogs to be admitted for any purpose except with the specific consent in writing of the Council and subject to such conditions as may be required.

27. **Entertainment**
   The Hirer shall, if required by the Council, supply for approval a copy of the programme of any entertainment to be given no later than two weeks before the date of hire. The Hirer must discuss any entertainment before the booking is accepted as the hall and meeting room are located within a residential area and the noise level must be kept to a reasonable level (ie inaudible at the façade of nearby dwellings).

28. **Gaming**
   No gambling (including bingo) shall take place on the premises. Gambling means either gaming, betting, or taking part in a lottery.

   - Gaming means playing a game of chance for a prize.
   - Betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not.
   - A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process, which relies wholly on chance.

29. **Hypnotism**
   No one may give any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which is intended to produce in anyone a form of induced sleep or trance in
which the susceptibility of the person’s mind to suggestion or direction is increased or intended to be increased. Section 5 of the Hypnotism Act, 1952, provides the only exceptions to this Condition.

30. **Cinematography**
   No cinematography or externally sourced projecting apparatus shall be used without the previous approval of the Council. Only films which have a British Board of Film Classification Certificate or a relevant certification license granted by the Local Authority may be shown to an appropriate audience.

31. **Statutory and other regulations**
   Hirers shall also observe all relevant provisions of Health and Safety, Disability Discrimination, Equality and any other acts or regulations with regard to exhibitions and entertainments.

32. **Hirers breach of condition**
   If the Hirer fails to observe and perform any of the conditions contained in the Contract of Hire the Council may recover from the Hirer any expenses incurred by the Council securing such observance and performance.

33. **Indemnity**
   The Hirer will indemnify and keep the Council indemnified in respect of all claims demands and actions whatsoever arising directly or indirectly out of the hiring hereby authorised.

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Appendix 1 – Instructions to Hirer (Fire Safety and Evacuation)

Fire Safety/Emergency Evacuation Plan for Hirers of Crayford Community Centre

This document provides information to the hirer on the arrangements in place at Crayford Community Centre/Library in the event of a fire/emergency evacuation. The Hirer must agree to carry out the duties outlined below and must also to undertake a tour of the building to become familiar with the requirements for evacuation.

As the hirer you are responsible as follows

1. As a Fire Marshal during your hire period, you are responsible for ensuring that those using the hired premises, are evacuated in an emergency. If the fire alarm sounds, you must

   o Put on yellow high visibility waistcoat – these are located in the meeting room and in the hall.
   o Ensure that all areas are evacuated and that people move to the assembly point.
   o Check all rooms and toilets etc shutting doors once the rooms are empty on your way to the assembly point
   o Report details of the completed evacuation or other appropriate information to the Incident Controller, who will be wearing an orange waistcoat.

2. You are responsible for ensuring that all staff and people involved (paid and volunteer staff, guests etc), at the start of any event or function understand the basic fire safety precaution arrangements and procedures as follows

   o The location of fire alarm call points and how to use them
   o The location of fire exits
   o The location of the fire assembly point
   o The location of fire extinguishers and fire fighting equipment

The fire alarm sound is a siren which is easily recognised. It is tested weekly and staff will advise when this is due to take place and how long the test will last.

On discovering a fire the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

If evacuation is necessary it is important to remember the following golden rules:

- Don’t panic – keep a clear head
- Raise the alarm
- Call the fire services. The Hall Keeper or Library Manager should have done this but - it is better to make a duplicate call to the emergency services, than assume that someone else has called them, when it may be that no-one has called!
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts

Do not re-enter the building or allow others to do so until instructed by the Fire Officer in cha