1. Users of the hall must not abuse any equipment provided on the premises. The stage must not be erected without prior permission and erection/supervision by the Trustees or nominated person.

2. If smoke is detected all users must evacuate immediately, not wasting time to collect belongings, and assemble on the adjacent field a safe distance from the hall. In the event of a fire/smoke, users must dial 999 and report the incident even if no fire is obvious. Missing persons must be identified and reported to the fire brigade when they arrive. A Trustee should be informed of the incident as soon as possible/practical.

3. Groups and individuals using the premises should ensure that they have appropriate evacuation procedures in place in the event of the fire alarm sounding or any other emergency, particularly if disabled people or children are likely to be present. Designated individuals should familiarise themselves with the location of emergency exits and firefighting equipment. Users should make no attempt to fight a fire unless they are very confident that they can do so at no risk to themselves.

4. Emergency exits must not be locked or obstructed while rooms are occupied. Firefighting equipment must be left in their designated positions and not obstructed. All fire doors must be kept closed and not held open.

5. Limits on numbers of attendees must be observed so as to facilitate evacuation: 100 seated or 120 standing in the main hall.

6. The staircase leading to the balcony must be kept unobstructed and free from combustible material at all times. Access up to the balcony is not permitted.

7. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches safely (hirer should provide a designated bin) so as not to cause a fire or health hazard.

8. At the end of the hire, users should check to ensure that electrical appliances (except the freezer in the kitchen) are switched off and unplugged; lights (particularly in the toilets), overhead heaters and external lights are all switched off and all external doors and windows are secured; and internal doors are closed. Waste materials and recycling should be removed from the premises and not left outside the building or in the outside bins.

9.Kitchen safety:

a. Trustees recommend that children under the age of 16 are not allowed in the kitchen. If you choose to allow them to enter, this is at the responsibility of the hirer and not of the trustees.

b. Users should familiarise themselves with the location and type of fire equipment available and the location of first aid equipment

c. Cooking equipment must not be left unsupervised when in use.

d. Switch off all appliances when not in use and unplug at the end of each hire, with the exception of the freezer in the kitchen.

10. Hirers are responsible for ensuring that unauthorised visitors do not enter the building. Children must be supervised at all times.

11. Any incidents or potential hazards should be brought to the attention of the Trustee via the bookings clerk. Bandages and plasters are provided in the First Aid Box in the kitchen. Any injuries must be recorded in the Accident Report book kept in the First Aid Box.

12. Any activity which is against the law, or considered by the Trustees to be unsafe, is not permitted. Candles and other incendiary devices (including tea lights) are not permitted in the hall with the exception of candles on birthday cakes. Fireworks are not permitted anywhere on the site.

13. Hirers bringing electrical equipment into the hall must ensure that it is safe to use.

14. Please make sure that any decorations put up in the hall are not in close proximity to the heaters on the side walls and balcony. At the end of the hire all decorations must be removed

**Non-observance of the above will result in groups/ individuals being banned from future use of the premises.**

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| Name Printed: |  |

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| Signed |  | Date |  |