



# **BOTTESFORD VICTORY COMMEMORATION HALL**

## **INFORMATION FOR HIRERS**

### **SUMMARY INFORMATION**

- 1. NO SMOKING IS ALLOWED IN THE HALL**
- 2. WHILE HIRING THE HALL YOU ARE RESPONSIBLE FOR THE SAFETY OF THE HALL AND VISITORS**
- 3. AT NO TIME SHOULD THE HIRER LEAVE THE HALL UNATTENDED**
- 4. NO SMOKE MACHINES OR DEEP FAT FRYERS ARE PERMITTED**
- 5. CLEAN UP ALL SPILLS IMMEDIATELY**
- 6. DO NOT BRING UNSAFE PORTABLE ELECTRICAL APPLIANCES TO THE VC HALL.**
- 7. CHECK ALL FIRE EXITS**
- 8. IN THE EVENT OF FIRE GET EVERYONE OUT PROMPTLY AND CALL 999**
- 9. READ THIS DOCUMENT AND UNDERSTAND YOUR OBLIGATIONS AS THE HIRER**



## **a) HEALTH & SAFETY INFORMATION**

**As Hirer of the Hall, you are personally responsible for the health and safety of the people in the Hall and for the building during the hire period.**

**Please pay particular attention to the Fire Safety Information below:**

NO SMOKING IS ALLOWED IN THE HALL

NO SMOKE MACHINES OR DEEP FAT FRYERS ARE PERMITTED

DO NOT BRING UNSAFE PORTABLE ELECTRICAL APPLIANCES TO THE VC HALL.

FIRST AID KIT

- This is in the kitchen. The key is in the broom cupboard main hall.

SMOKE ALARMS AND EMERGENCY EXIT LIGHTS

- The Smoke Alarm box is located by the front door. Code 31121 to silence in the event of a false alarm.
- Re-arm with code 311212 and inform the Hall Manager.
- The Emergency Light switch is located on top of orange cupboard in the lobby. Please check this is switched to on before your event starts.

LIQUID SPILLAGES INCLUDING FLAMMABLES

- Wipe up immediately to avoid accidents and control the risk or spread of fire. The Mop is in the broom cupboard next to kitchen hatch.

**BOUNCY. CASTLES AND SIMILAR INFLATABLES ARE SPECIFICALLY EXCLUDED FROM OUR INSURANCE.**

- We cannot be held responsible for any accident which may occur. You should check with the supplier of your Bouncy Castle regarding insurance before you hire, and be aware that you could be held responsible in the event of an accident..

**THE MAXIMUM CAPACITY OF THE HALL IS 150 (SEATED OR STANDING) AND MUST NOT BE EXCEEDED**

**AT NO TIME SHOULD THE HIRER LEAVE THE HALL UNATTENDED!**



## **b) HEALTH&SAFETY /FIRE SAFETY CHECKLIST FOR HIRERS**

### **Before admission of the public check:**

1. All exit doors are unlocked, and the push-bar mechanism tested and in good working order.
2. Escape routes are free from obstruction and available for use.
3. Any fire doors are closed and not wedged or propped open. Closing fire doors is vitally important to maintaining escape routes and reducing the spread of fire to allow safe evacuation of the hall.
4. Firefighting equipment is in place and unobstructed.
5. Escape routes are clear.
6. Exit signs are illuminated.
7. There is no obvious fire hazard in, or near, the building.

### **At the start of the function**

Make the public aware of the fire escape routes and the need to evacuate the premises in the event of a fire alarm sounding and to gather at the Assembly Point (The Car Park).

### **During the function**

Hirers should not:

- Let rubbish accumulate, clean as you go.
- Block any fire escape routes.
- Use candles (tealights, cake candles) without supervision.

### **End of function**

Please leave Hall safe and tidy for the next hirer

- Leave out 5 tables & 30 black plastic chairs with rounded back. Keep fire exits clear.
- Wipe all tables and stack square backed chairs in chair stores no higher than 6 high.
- Lock all windows and doors.



- Lock side stage door.
- Sweep hall floor.
- Take all your rubbish away with you.
- Do not leave used incontinence pads or nappies in the disabled toilets /baby changing area.
- Remove all portable electrical appliances and residual alcohol brought in for the event.
- Search for signs of any smouldering fires.
- Switch off all lights and electrical appliances.
- Reset building alarm only if you have been instructed on how to do so.

Please note:

OUTSIDE LIGHTS stay on during hours of darkness.

DISABLED TOILET LIGHT will switch on/off automatically

WINDOW KEY on yellow fob on rack in main hall to left of door

EMERGENCY LIGHTING will come on in the event of a power cut.

### **c) EMERGENCY PLAN**

At all times hirers should have available a fully charged mobile phone to dial 999 and summon the Fire Services in the event of an emergency.

#### **IN THE EVENT OF A FIRE:**

##### **1. SOUND THE ALARM**

- On discovering a fire shout “Fire” to make others aware.
- Activate the nearest fire alarm call button (if not already activated via the Smoke Detection system.).
- Emergency lighting will come on in the event of a power cut.
- Fire Extinguishers are located by the front door, by emergency doors in the main hall and in the kitchen. Only tackle small fires using these if you are confident and it is safe for you to do so!

##### **2. EVACUATE THE BUILDING**

- All persons on hearing the fire alarm or the shout of fire should immediately leave the building via the emergency doors in the main hall and TURN RIGHT, or via the main front door, with the Assembly Point being the CAR PARK



- If there are any children or disabled or frail users, then assistance should be given to exiting them safely and as a matter of priority to the Assembly Point.
- If safe to do so undertake a sweep of the premises to ensure everyone has evacuated safely.

### **3. SUMMON THE FIRE BRIGADE**

- By calling 999 on your mobile phone and asking for assistance
- Give them the following address:  
Victory Commemoration Hall  
Belvoir Road  
Bottesford  
NG13 0BG

### **4. AWAIT ARRIVAL OF FIRE SERVICES**

- Arrange for someone to meet the fire services on arrival and ensure the entrance from Belvoir Road is not blocked.
- On their arrival advise the Fire Services if all persons are safely evacuated from the building.
- Do **NOT** allow anyone to re-enter the hall until you are told it is safe to do so by the fire services.

### **5. CONTACT THE HALL MANAGER**

- In the event of a fire notify the Hall Manager on her mobile number:  
07775 753866.