**Church Lench Village Hall**

**Fire Safety**

**Hirers Agreement**

The Hirer is deemed the “responsible person” and is designated as the person in charge of the Hall during the hire period.

1. The Hirer is advised to take note of the names of everyone attending their event.
2. The Trustees and Village Hall Committee encourage hirers to make themselves aware of the exit routes, the firefighting equipment, and the layout of the hall, particularly noting the location of the equipment and possible escape routes. The Hall floorplan is available to all Hall users and is also displayed on the notice board outside the kitchen.
* Four emergency exits lead directly out of the building. Two from the main hall, one from the smaller committee room and one from the lobby. These are all illuminated with emergency lighting. The outside rear and sides of the building are fenced off but have unlocked gates either side.
* The Hirer should also identify the evacuation assembly point situated at the top of the car park.
1. The Hall is a No Smoking area. There is a designated wall-mounted cigarette bin outside the main door for the safe extinguishing of cigarettes.
2. Naked flame candles, smoke machines, fireworks, gas appliances or highly flammable decorations are not permitted.
3. At a typical function, there may be a limited number of disabled persons. It is the responsibility of the Hirer to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency doors are on a level with the areas or ramps outside.
4. It is the responsibility of Hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. The Trustees and Village Hall Committee strongly advise that the Hirer obtains contact details for any unaccompanied children in case of an emergency.
5. Smoke detectors in various locations will trigger an alarm in the event of fire.
6. In the event of a fire, the electronic shutters in the kitchen will automatically lower.
7. In the event of fire, the Hirer should phone 999 and quote the following postcode WR11 4UE. If using the location app What3Words, the coordinates are: crimson, luckier, confetti.

Additional Notes for Regular Users:

All regular users groups will be advised that they should carry out their own Fire Risk Assessment. While the Trustees and Committee advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

It is the responsibility of the hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied. The main door keys are not to be copied under any circumstances. Only a Trustee or Committee Chair has authorisation to copy keys, all keys are numbered, and a strict record is kept of key allocation.