

# **SANDFORD PARISH HALL**

## **APPENDIX A**

### **Special Conditions of Hire to comply with the Premises Licence issued under the Licensing Act 2003**

**For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

1. THE HIRER acknowledges that they have received instruction in the following matters:
  - The Hall has a No Smoking Policy
  - **In event of a fire**, the hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999, a telephone is situated in the kitchen.. **All persons should assemble in the Hall Car Park.**
  - With due regard to personal safety tackle fire with appliances and organise a head count.
  - The exact location of the nearest telephone (in the kitchen), fire exits and fire extinguishers must be noted before the hall is occupied and the manner of opening the Fire Doors should be made known to your guests.
  - The Hirer has received and has signed as evidence, a plan of the hall showing the telephone, fire exits, fire extinguishers and escape lighting.
  - With due regard to personal safety, ensure all persons vacate the premises and that toilets, kitchen, and annexe are unoccupied.
  - Details of the fire to be given to the Booking Secretary of the Parish Hall Committee.
  - A first aid box and accident book is located in a cupboard, clearly marked, in the kitchen.
2. In advance of an entertainment or play the HIRER shall check the following items:
  - That all fire exits are unlocked and panic bolts in good working order.
  - That all escape routes are free of obstruction and can be safely used.
  - That exit signs are illuminated.
  - That there is no obvious fire hazards on the premises.
3. There shall, in addition to THE HIRER be a minimum of competent attendants on duty on the premises to assist people entering and leaving, none of whom should be under 18 years of age. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and evacuation procedure. The following numbers of attendants are suggested:
  - Two adult attendants for up to 100 persons
  - Three adult attendants for 100-249 persons
  - Four adult attendants for 250-320 persons
4. MEANS OF ESCAPE
  - All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
  - The emergency lighting illuminating all exit signs and routes are operated by an automatic mains failure-switching device
  - Emergency exits will be kept shut during opening hours, and staff will check prior to entertainment, and periodically during the entertainment, that all windows and doors are shut.
5. THE HIRER shall ensure that:
  - Highly flammable substances are not brought into, or used in any part of the premises and that
  - No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the hall committee. No decorations are to be put up near light fittings or heaters.
  - No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.