



Welcome to the hall. This form is to be completed by all hirers on entry to the hall and if not yourself should be passed to the person who will be last to leave (pto) having first read the Emergency and Fire Safety Guidance which forms part of our Terms and Conditions of Hire.

## Hirers fire and safety check list, please tick as appropriate.

Name..... Contact Number.....

Date..... Event..... No. of people attending.....

Room/s Main Hall  New Hall  Meeting Room  Kitchen

Start time..... Finish time..... Includes setting up and clearing away.

| Question | Details   | Tick Box                 |
|----------|---|--------------------------|
| 1        | Q: Do you have a mobile phone with you and where is the hall post code to be used in case you need to call the emergency services.<br>A: On all the fire escape doors - TR3 6GH. The nearest defibrillator sign is posted on the main door.   | <input type="checkbox"/> |
| 2        | Q: *Where is the Fire Alarm Panel?<br>A: In the concourse by the Main entrance.   | <input type="checkbox"/> |
| 3        | Q: Where is the Fire Assembly Point?<br>A: The yellow hatched area in front of the white bollards in the car park.  | <input type="checkbox"/> |
| 4        | Q: Where are the 3 Fire Exits? (Note the illuminated Fire Exit signs in each room and the Concourse, and that the fire doors in the concourse will close automatically) All fire doors must be kept closed in the event of a fire.<br>A: Main entrance, east exit in the concourse, New Hall. | <input type="checkbox"/> |
| 5        | Q: Where are the fire extinguishers located and the Break Glass points?<br>A: In each room and in the concourse by the Main entrance.   | <input type="checkbox"/> |
| 6        | Q: *Where are the FAQ's and equipment guides located?<br>A: On the notice boards in each room.  | <input type="checkbox"/> |
| 7        | Q: *Where are the Terms & Conditions of hire located?<br>A: On the shelf at the mini office in the Concourse and on our website.  | <input type="checkbox"/> |
| 8        | Q: *Where are the feedback forms located (including Fault reporting)?<br>A: On the shelf at the mini office in the concourse.   | <input type="checkbox"/> |
| 9        | Q: *Where is the first aid box and Accident book?<br>A: In the kitchen on the work top opposite the door.   | <input type="checkbox"/> |
| 10       | Q: *Where is the cleaning equipment and the Health & Safety files?<br>A: In the large kitchen cupboard.   | <input type="checkbox"/> |
| 11       | Q: *Is the loading bay clear for emergency vehicle access and the car park safe?  | <input type="checkbox"/> |
| 12       | Q: Can I set up a table in the concourse?<br>A: The concourse is the primary fire escape route and should be kept clear of obstructions. Please do not obstruct access to the fire alarm call points, fire extinguishers in each room and the boiler room.                                    | <input type="checkbox"/> |

\*Please go to the location.

Please turn over for exit check list.

If you feel an issue needs urgent attention, please phone 01872 865126.



## Hirers exit check list please tick as appropriate

|   | Details  | Tick box                 |
|---|--|--------------------------|
| 1 | Please leave the room as you found it/would like to find it, clean and tidy.<br>Please return all items to the appropriate cupboard as shown on the photo's  | <input type="checkbox"/> |
| 2 | Please check that all windows are shut, blinds up and electrical equipment and lights are switched off.  | <input type="checkbox"/> |
| 3 | Please check the heating stat is set to 13 degrees.  | <input type="checkbox"/> |
| 4 | Please shut the room door when you leave, to reduce the spread of fire.  | <input type="checkbox"/> |
| 5 | If you find any issues or would like to provide useful feed-back, please use the space below or email the booking officer cdvhbooking@gmail.com.   | <input type="checkbox"/> |
| 6 | If you are the last person to leave the hall, please check the east exit door (concourse fire escape) is locked and lock the Main entrance door using the keypad. Please see the notice board by the Main Entrance for instructions about locking the gate if you are the last person to leave on the day of hire. | <input type="checkbox"/> |
| 7 | Please check that no one is left in the toilets and the toilets are left clean.  | <input type="checkbox"/> |
| 8 | Please leave the clipboard in the A4 plastic holder by the Main Entance.   | <input type="checkbox"/> |

**We would like your feedback please use the space below.**

**When completed please post in the letterbox outside the Main entrance door.**

**Thank you for booking our hall, please come again soon.**

This space could be used to list the people attending your event in case of a fire.