



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.

Table with 3 columns: Question, Details, Tick Box. Contains 12 rows of fire and safety questions and answers.

\*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. 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 <a href="mailto:cdvhbooking@gmail.com">cdvhbooking@gmail.com</a> .	<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 Entrance.	<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.