

Tempsford Stuart Memorial Village Hall

Health & Safety Conditions

1. The Hirer agrees not to exceed the number of people specified on the Booking Form.
2. The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present.
3. In advance of an event, 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 any fire doors are not wedged open.
4. The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall for any outbreak of fire, however small
 - The location and use of fire equipment
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
5. The Hirer must ensure that:
 - All means of exit from the premises are kept free from obstruction and immediately available for instant free public exit.
6. The Hirer confirms that:
 - Any electrical appliances brought by them to the premises, and used there, are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Electrical appliances must not be left unattended.
 - No unauthorised heating appliances will be used on the premises without the consent of the management committee.
 - Portable Liquefied Propane Gas (LPG) heating appliances will not be used.
 - No highly flammable substances will be brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are to be erected without the consent of the management committee. No decorations will be put up near light fittings or heaters.
7. The Hirer agrees to report all accidents involving injury to the Management Committee **as soon as** possible and complete the relevant section in the Stuart Memorial Hall's accident book, which can be found in a labelled kitchen cupboard. Any failure of equipment belonging to the Stuart Memorial Hall or brought in by the Hirer must also be reported **as soon as possible** to the Booking Secretary.

Signature of person responsible:.....