

FIRE SAFETY

These conditions apply in addition to the Standard Conditions of Hire and in particular apply in respect of large public or private events and in all cases in respect of the public performance of a play, dance or live music.

1. FIRE SAFETY

The HIRER, not being a person under the age of 18 years:

- a) agrees either to be on the premises at all times or to have handed such responsibility to a nominated person during the course of the hiring and hereby accepts responsibility for the safety of members of the public present, during the hiring.
- b) agrees to ensure that all conditions of the Premises Licence, granted by the Local Authority under the Licensing Act 2003 relating to the management and supervision of the premises, are met. (A Summary of the Licence is displayed on the hall Notice Board and a copy of the full licence is available if requested.)
- c) agrees to and acknowledges that he has been made aware of the following matters:
 - i) no naked flames are to be used in the premises, other than candles housed in glass containers specifically made for the purpose.
 - ii) highly flammable substances are not brought into, or used in any part of the premises
 - iii) no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Committee.
 - iv) the use of pyrotechniques (apparatus or other devices for the production of smoke, coloured smoke or firework-like effects) is not permitted in the building other than on the stage, and only then provided the stage can be separated from the public by use of a fire resistant curtain
 - v) at all times, the main doors to the hall are to be kept unlocked and unobstructed both inside and outside, marked fire exits and escape routes are to be kept clear and unobstructed. (In the event of a lighting failure, the 'Emergency Exit' signs will illuminate automatically.)
 - vi) the location of the fire exits, fire extinguishers and assembly point is shown overleaf below the 'ACTIONS TO BE TAKEN IN THE EVENT OF FIRE'.
- d) agrees that the maximum number of persons permitted to be in the premises at any one time shall not exceed 250 and the maximum number of persons seated shall not exceed 161, with no persons standing. Where seating is provided:
 - i) chairs shall be connected together in rows of not less than 4 nor more than 12 and the space between perpendiculars between the back of one seat and the front of the one immediately behind shall not be less than 12 inches (30 cm).
 - ii) The maximum number of seats in any row shall not exceed seven where there is a gangway at one end only of the row or fourteen where there is a gangway at each end of the row.
- e) agrees to ensure that sufficient attendants are appointed to assist the organiser in the evacuation of the public and in particular vulnerable persons using the building. (Where the number attending the function is up to 100 persons, 2 adult attendants must be appointed. Where the number attending is between 100 and 249 persons, 3 adult attendants must be appointed).
- f) makes arrangements to keep an accurate number and list of such persons attending any function and ensures that the list is taken to the Fire Assembly Point in the event of a fire.

- g) makes an announcement of the Fire Safety precautions, the location of Emergency Exits and the Fire Assembly Point at the start of each event.

2. ACTIONS TO BE TAKEN IN THE EVENT OF FIRE

- a) Activate the fire alarm by pressing one of the ALARM CALL POINTS at the exits.
- b) All persons present should be asked to leave the premises immediately by the most expedient fire exit and re-group in the Fire Assembly Point (Children’s Playpark) at the rear of the premises.
- c) The supervisor should endeavour to take with him the list of such persons attending the event and take such action to ensure that all persons are accounted for
- d) Nobody should be allowed to re-enter the building
- e) CALL THE FIRE BRIGADE.

State FIRE at THE PARISH HALL, WHITESTONE, NEAR EXETER, EX4 2JS.

If no mobile phone is available, use the nearest Public Telephone box which is downhill near the bus shelter at the crossroad.

- f) Contact the Hall Fire Officer at 01392 811205 as soon as possible.

