

# **SWARLAND VILLAGE HALL CHARITY (Charity No. 1058471)**

## **FIRE PREVENTION (Must use own mobile phone in an emergency)**

### **BEFORE ADMISSION OF THE PUBLIC CHECK THAT:**

1. All doors are unlocked and that push-bar mechanisms on fire-doors (main door and southern disabled access) are tested and in good working order.
2. Escape routes are free from obstruction and available for use.
3. Fire fighting equipment is in place and unobstructed.
4. There is no combustible storage in areas open to the public.
5. All exit signs are illuminated.
6. There is no obvious fire hazard in or near the building.
7. The kitchen door is kept closed (i.e. not propped open) when cooking activities are happening in the kitchen. The serving hatch door should also be shut unless food is being served.
8. Klaxons at stage end and in kitchen are located and tested.
9. Note the location information of the hall in case it is necessary to call the fire brigade.

### **AT THE START OF A FUNCTION:**

10. Inform everybody of the evacuation procedure if a fire should occur (use main door and / or southern disabled access).
11. Ensure that the swing doors into the lobby are closed and not locked in their open position whilst an event is in progress.

### **AT END OF FUNCTION:**

12. Search for smouldering fires or illegally lit cigarettes left burning.
13. Check that heating and cookers are turned off.
14. Check that all other electrical appliances are turned off and unplugged.
15. Turn out all lights.
16. Close all internal doors.
17. Secure all outside doors and windows.

### **If you discover a fire:**

- **RAISE THE ALARM BY SOUNDING AN AIR HORN:** These are located in the kitchen and on the gantry behind the stage. There is also a smoke detector by the kitchen door.
- **EVACUATE THE BUILDING:** All persons should assemble in the car park at the north end of the building at a safe distance from any fire.
- **CALL THE EMERGENCY SERVICES (Dial 999 and ask for Fire Brigade / other service).**
- **IF SAFE TO DO SO, FIGHT FIRE WITH APPROPRIATE EXTINGUISHER OR FIRE BLANKET**

Location of extinguishers: Main hall: 2 x water, one each end.  
Lobby: 1 x water, 1 x CO<sub>2</sub>. Upstairs: 1 x water.  
Kitchen: Fire blanket (in lobby by door).

### **AWAIT EMERGENCY SERVICES**

## **SWARLAND VILLAGE HALL CHARITY (Charity No. 1058471)**

### **CONDITIONS OF HIRE**

#### **If the hirer is in any doubt as to the meaning of the following, consult the Hall Secretary.**

1. The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from danger however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The hirer is responsible for informing all persons of the procedure for evacuation of the premises in the event of a fire or other catastrophe.
2. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything nor bring on to the premises anything which may endanger the same or any insurance policies in the respect thereof.
3. The hirer shall be responsible for obtaining licences that may be needed whether for the consumption of alcohol, or otherwise and for the observance of the same. The hirer shall comply with all conditions and regulations made in respect of the Fire Authority, Local Authority, and Local Magistrate's Court or otherwise, particularly in connection with any event.

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## CONDITIONS OF HIRE (cont.)

which includes public dancing or music or other similar public entertainment or stage plays. The hirer shall be responsible for ensuring that safeguarding arrangements are in place, including CRB checks for staff and volunteers where necessary.

4. The hirer should be familiar with the SVH Risk and Fire Assessments and any other associated responsibilities of being a hirer.
5. The hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof and to the contents of the building which may occur during the period of the hiring as a result of the hiring.
6. If the hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be: 14 days notice will be charged at half the letting fee, 7 days notice will be charged at the full rate, or at the discretion of the Committee.
7. A returnable deposit of £20 must be paid in exchange for the regular holding of Hall keys. At the end of each use, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. **The hirer is responsible for making sure all lights, central heating and water heaters are switched off and that all water taps are turned off.** The Hall (including the kitchen and toilets) is to be left clean and tidy. All rubbish must be removed from the premises and taken away (**NOT** left outside). Failure to comply with any of these conditions may incur additional charges at the discretion of the Committee.

## Special Conditions of Hire

1. The hirer, not being a person under 18 years of age, shall be in charge of, and upon, the licensed premises during the whole time they are open for public entertainment. There shall be a minimum of two persons neither of whom shall be less than 18 years of age on duty in the premises when they are being used for public entertainments, including the person in charge. All persons on duty shall be informed of the procedure to be adopted in case of evacuation of the premises and must be familiar with the fire fighting equipment available.
2. Children and young persons under 18 must be supervised in the Hall at all times.
3. Capacity. The number of people on the premises shall not exceed 120 for dancing or seated. The hirer is responsible for laying tables and chairs and returning them to storage after use.
4. **Means of escape.** All means of exit in the premises must be kept free from obstruction and immediately available.
5. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.
6. **Outbreaks of fire.** The Fire Brigade must be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the Hall Management Committee.
7. Dangerous performances. Performances involving danger to the public shall not be given.
8. Highly flammable substances shall not be brought into nor used in any portion of the building.
9. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
10. No unauthorised heating appliance, naked lights or candles shall be used on the premises at any time.
11. The hirers should provide tea-towels for their own use, and Hall table-cloths should be laundered and returned.
12. Dogs (other than guide dogs) are not allowed on the premises.
13. It is illegal to smoke anywhere on the premises.

# SWARLAND VILLAGE HALL CHARITY (Charity No. 1058471) HIRE AGREEMENT

**THIS AGREEMENT** is made on the date (1) and between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4): the Committee agrees to permit the Hirer to use the premises (5) for the purposes (6) and for the period (7) as described below:

1. Date of hire .....
2. Swarland Village Hall Management Committee Authorised Representative:  
Bryan Stanley, Field House, Studley Drive, Swarland NE65 9JT.  
Tel: 01670 787 916 / 07484 347 181; Email: maxitoby1@gmail.com.
3. Hirer (a) Organisation .....  
(b) Representative .....  
(c) Address .....  
(d) Tel: .....  
(e) Email: .....  
(f) Type of function: .....
4. Letting Fee: £10.00 / hour (**to include set-up and take-down time**).  
For **repeat bookings only**, please include a £20 returnable key deposit) £.....  
Balance £....  
Payment can be made to the Secretary (see above) or the Treasurer, Malcolm Nesbit, 4 Nile Drive, Swarland NE65 9PQ (payment by cash to Malcolm with details of who it's from, cheques should be made out to **Swarland Village Hall**, and BACS payments go to 20-58-17 / 00576239).
5. Premises: Whole of the premises including Committee Room / Committee Room only  
(delete as appropriate).
6. Purpose of hire .....
7. Period of hire (**date and time**) .....

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Committee's Conditions of Hire.

Signed ..... (Hirer's Authorised Representative as above).

Date .....

The hourly rate for hire of the whole of the premises is £10.00 (oil heating is included in this).  
Committee Room only, hire fee is at the discretion of the Committee.

Management Committee August 2022