Barns Green Village Hall

Conditions of Hire

If the hirer is in any doubt as to the meaning of any of the following the booking secretary should be contacted as a matter of urgency at bookings@barnsgreenvillagehall.co.uk

Barns Green Village Hall is licensed for the provision of dancing or making music; performance of dance; live music and plays; any playing of recorded music; the exhibition of a film; an indoor sporting event; late night refreshment; or any entertainment of a similar description daily between the hours of 09:00 and 00:00.

Barns Green Village Hall is NOT licensed for the sale of alcohol

- Any serving of alcohol with or without charge must have the permission of the management committee.
- A Temporary Event Notice (TEN) must be obtained before alcohol can be sold at the hall. The hirer is responsible for obtaining such notice, and for abiding by the terms and conditions therein.

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

The hirer is responsible for:

1. Ensuring they have booked the correct day, date and time. The management committee cannot be held responsible for any errors in the booking form.

2. Abiding by the terms and conditions of the above licenses and guidance

3. Carrying out a risk assessment for your booking (Use the generic risk assessment supplied as a guide) and familiarising yourselves with the fire safety procedure (attached).

4. The orderly conduct of persons using the hall during the period of hire.

5. The supervision of the premises, the fabric and its contents.

6. Any damage to the fabric of the hall and its contents during the period of hire must be reported. Notices, posters etc. may be hung from the picture rail or wire in the main hall. Pins, Blutack and Sellotape are not permitted to be used in any room / hall. In certain cases, a damage deposit may be required.

7. Returning chairs and tables used in a safe way to storerooms or at the side of rooms. Please look at the Storeroom management section below, photos to help.

8. Leaving the Main Hall, David Francis Room, Jubilee Hall, Kitchen and toilets clean, tidy and suitable for use by the next hirer, and switching off lights and shutting windows and doors on completion of the period of hire.

9. Recording any accidents in the Accident Book (Main Hall - to the right-hand side of the cooker in kitchen / Jubilee & DFR – in hallway cupboard). First Aid kits are in the same locations.

10. Making sure you read and fully understand the risk assessment below.

11. The hirer is responsible for the premises and its contents during the hire period. This includes supervising the premises, the behaviour of all users, and ensuring the safety and security of the hall and its contents.

Village Hall – Do & Don'ts

- Smoking is not permitted anywhere on the premise.
- We ask that NO abrasive substances are used in the Main Hall without very good protection on the floor. Please be aware that substances like sand, sugar, flour etc, can easily spread beyond any protective matting and we request that these activities are carried out on the patio.
- No ball games allow inside of the Village Hall
- Please do not use glitter – this is a non-environmentally friendly substance and is very difficult to clean up and dispose of.
- If the hall is not left in good condition, we reserve the right to invoice you or deduct from your damage deposit any additional cleaning or repair costs.
- Under no circumstances are naked flames to be used i.e., candles
- No animals except guide dogs are brought into the premises. No animals whatsoever are allowed to enter the kitchens at any time.
- Fire escapes and firefighting equipment must be kept clear at all times. The Village Hall has disabled access to all areas via the two main doors.

Kitchen Cleaning Duties

Hirers are responsible for:

- clearing plate scrapings into the food waste caddy – DO NOT EMPTY (managed by the Hall's cleaning team)
- leaving all kitchen surfaces—including worktops, refrigerators, cookers, and sinks—clean and tidy.
- emptying the general waste bins and placing in general waste bin outside
- putting dry mixed recycling into outside recycling bin.
- PLEASE ENSURE CORRECT BIN IS USED FOR EVERYTHING

Food Waste Disposal

- Food waste caddies are provided in both kitchens. All plastic packaging must be removed from food before it is placed in the caddies.
- Do **NOT** place food waste or compostable food bags in the external general waste bin. Use the food waste caddies in the kitchens and leave for the Hall's cleaning team.
- **Wherever possible, hirers should take home any leftover food and excess food waste when leaving the premises.**
- The external bins are managed by the Hall's cleaning team.

Perishable Food Storage

- All perishable food must be removed from the kitchen refrigerators at the end of the booking to prevent spoilage and maintain hygiene standards.

PPL and PRS (Music License)

- You must ensure that you hold all relevant licences to conduct your business/run events in Barns Green Village Hall (BGVH).

- Playing music in our hall:
  BGVH holds a PRS licence which allows you to play music within our hall. Music tracks must be check against PPLPRS database to confirm the music can be used. If you are not sure please ask for help.
  The PRS side of the licence, we hold covers you but the PPL side of the licence we hold only covers our own BGVH recorded music use not 3rd party businesses.

- If you are business, you may still require a Music Licence form PPL PRS Ltd if you are playing recorded music. Please contact them on 0800 0720808 in order to find out more.

- Terms

PPL (Phonographic Performance Limited)
PRS (Performing Right Society)

Hall Access and General Use

We operate a keyless entry system. You will be issued a 4-digit entry code (or a key fob) which will work for the time of your booking. If you experience any problems gaining access to the hall, please contact Simon Gale on 07500665083.

Hirers have use of the room they booked and the associated toilets.

The Main Hall has Kitchen and Stage access. Use of the stage should be supervised at all times.

Cleaning equipment is in the cupboard in the storeroom for the Main Hall and in the hallway cupboard for the Jubilee Hall and David Francis Room. Any items used must be returned tidily.

There are mugs, plates and teaspoons available in the kitchen areas. Tea, coffee, milk etc. are not supplied.

There are tables and chairs associated with each room:

Main Hall – in the storeroom at the back of the hall

Jubilee Hall & DFR – chairs in each hall and tables in the hallway cupboard

Wired and wireless internet connections are available for use in all 3 rooms. Join BGVH guest wi-fi – no password required

For the Main Hall use the main entrance at the lower end of the Village Hall carpark & for the Jubilee Hall and David Francis Room use the main door at the top of the Village Hall carpark.

Additional information is available on the website www.barnsgreenvillagehall.co.uk

Storage of Equipment at the Village Hall (Regular Hirers)

- User groups are responsible for insuring their own equipment. The Village Hall accepts no responsibility for any equipment or property left or stored on the premises.
- Permission must be obtained before any goods or equipment are stored, whether on a temporary or permanent basis.
- No items of a highly flammable, dangerous, or illegal nature may be stored on the premises.
- User groups are responsible for maintaining their own equipment and must ensure all items are stored tidily and safely within the cupboard or space allocated to them.
- Any electrical items must be PAT tested yearly. If you need help or advice with this, please contact the committee. (chair@barnsgreenvillagehall.co.uk)

In compliance with Fire Safety guidelines the maximum capacities of each booked area of the Village Hall are as follows:

Main Hall

- 112 seated at tables
- 180 seated in rows
- 190 mixed

David Francis Room (Committee Room)

- 20 seated at tables
- 30 mixed

Jubilee Hall

- 40 seated at tables
- 60 mixed

Storeroom Management

Please leave the storeroom in good order when you leave:

Use chair trolley from the side of a stack of the chairs.

Do not use the trolley at the front or back of a stack.

Please never drag any chair on the village floor.

Please stack chairs in stacks of 9 chairs.

In lines as shown on the picture

Store layout below

Barns Green Village Hall – Generic Risk Assessment

Areas assessed: Village Hall Car Park (Trust), Entrance Lobby, Main Hall, Storeroom, Stairs, David Francis Room, Toilet areas, Stage Area, Jubilee Room, Attic space

Areas **NOT** assessed: Sound Room. Risk assessment carried out by Barns Green Players as part of their hire agreement.

Extension to Car Park adjacent to Munthum Drive

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or event practices occur.

Accidents and incidents reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor

Risk No	What are the hazards? Something with the potential to harm: hazards listed should be all those present before controls are in place.	Possible Effects/Harm Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Detail Existing Controls Provide details of control measures already in place. if measures are detailed in other documents, state where:	Detail Further Action Required to Reduce Risk Note the action required, responsible person.	Action by When Annually 0r 6 Monthly.	Date of inspection	Confirmed by hirer
1.	**Slips trips and falls external.** e.g., uneven surface in car park	Users of the car park may suffer injuries such as fractures or bruising e.g., trip on uneven surfaces	• Car park surface maintained to be as even as possible. • Car park lit manual control. • Overcrowding • Handrails provided on slope to carpark. • Access areas around hall is always kept clear	• Surface to be inspected regularly and repaired as necessary. • Limits on numbers given in booking terms. • In excess dry weather grassed area besides patio could sink and crack.	Inspected 6 months	22/6/2026	
2.	**Slips trips and falls. Internal**	Users of the facility may suffer injuries such as fractures or bruising e.g., slip on spillages or trip over objects.	• Users know (through hire agreement) to clear up spillages immediately and	• Check hall cleaner knows which product to use on which type of floor	Inspected 6 months	22/6/2026	

	e.g., uneven surface floors and stair areas		know where cleaning equipment is stored. • Mats at entrances to stop rainwater being carried in. • No storage in corridors • No trailing electrical leads / cables • Projections e.g., lifting surfaces. • Insecure / damaged noses and treads on steps • Handrails provided on internal stairways	• Surface to be inspected regularly and repaired as necessary			
3.	**Slips trips and falls.** **External** e.g., steps, patio, and low-level retaining walls	Users of the external areas may suffer injuries such as sprains, fractures and bruising e.g., tripping on steps and or falls from climbing on walls	• Patio surfaces regularly inspected for uneven or raised bricks in patio, hirers to notify committee of any problems. • There is a low-level wall surrounding the jubilee Hall. Slope from emergency exits which is un-guarded care should be taken when using this escape route. • Front entrances are flood lit. • Handrail on slope from entrance of Jubilee Hall to village car park/ (complies to British Standards)	• Consider similar handrail on Users low level walls to the front of building • Surface of patio to be regularly inspected d any lose or raised bricks to be repaired • Steps to be regularly inspected and repairs undertaken • Hirers are responsible for making sure those under there care do not use walls for climbing • Low level wall to front of building users to be made aware of dangers through hire agreement	Inspected 6 months	22/6/2026	
4.	**Vehicle movements**	Pedestrians could suffer serious injury if struck by cars entering / leaving the car park or moving on it.	• Entrance / exit to car park is clearly marked. • For large events, parking controlled by marshals wearing high visibility vests. • Carpark well lit	• Vehicle route clearly identified with diagonal lines. • Advise users of the hall, through hire agreement, to consider whether they need to control car parking!	Inspected 6 months	22/6/2026	

			• Parking bays are well marked. • Skip collection every two weeks	• CCTV surveillance in operation • Further safety controls in place requiring stub wall to be raised and a barrier to be attached			
5.	**Hall capacity** The three main areas of the hall have strict usage numbers	Serious risk of injury e.g., crush injury	• Refer to BGVH conditions of hire	• Hirers to be fully aware of the restriction in numbers for the area they are hiring	hirer		
6.	**Stage area**	Serious risk of injury e.g., fall	• The front of the stage area is unguarded	• Supervised activities at all times. • Hires/Amateur dramatics organisations to carry out their own risk assessments. • Playschool to carry out separate risk assessment. • New false wall has been erected above the stage, between stage and main hall roof space.	hirer		
7.	**Work at height** e.g., changing light bulbs, cleaning windows, curtains storage of equipment putting up decorations	Anyone working at height could suffer injury, possibly serious should they fall	• Appropriate, commercial ladder securely stored and available for use. • Hall users know that they are responsible for using ladders safely. • Hall committee know how to use ladders safely. • Mezzanine floors in store area to be accessed only by responsible person and with the assistance of someone holding the ladder.	• Condition of step ladder to be regularly checked • Mezzanine floors in storeroom are out of bounds for hirers. Unless special permission has been given.	Inspected 6 months	22/6/2026	

8.	**Hazardous substances** e.g., cleaning products	The cleaner, and others risk skin problems e.g., dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems	• Cleaning equipment is available in store cupboard. • Cleaning product marked "irritant" replaced with milder alternatives if available. • Cleaner uses products safely e.g., follow instructions on the label, dilute properly and never transfers to an unmarked container. • Cleaning products stored securely	• Cleaner to advise committee of any visit to doctor's that has resulted from exposure to products used for cleaning the hall • For hygiene purposes the cleaner has two mops one for floors in toilet facilities and one for other floor areas	Inspected 6 months	22/6/2026	

9.	**Electricity**	Users risk electric shocks or burns from faulty equipment.	• Fixed installation correctly fitted by qualified electrician and inspected every 5yrs. • All repairs carried out by qualified electrician. • Portable equipment checked for visual signs of damage before use. • Portable Appliance Test (PAT) subject to annual testing • Hall users are responsible for any equipment used on site. • Cables crossing public areas. • Damaged sockets and switches • Keep electrical items clear of any water! • Damaged fixed appliances • Damaged kitchen appliances e.g., kettles • Stage lighting • Entertainment lights	• Fixed wiring (see Appendix A) • Annual Portable Appliance Test (PAT) For details see Appendix A • Reminder to be sent to hall users that portable equipment considered unsafe should be marked and taken out of use. This will be sent in **January** with rental increases. • Damage to switches or sockets must be reported to the management committee immediately • Damage to fixed appliances i.e., cookers etc, must be reported to the management committee immediately. • Damage kitchen appliances i.e., kettles, urn etc. must be reported to the management committee immediately • Where it is unavoidable to place cables in areas where it is expected people will cross i.e., doorways. Suitable anti trip covers are to be installed. • Stage lighting is not available to hirers • Entertainment lights are fitted for use if required by hirers	Inspected 6 months	22/6/2026	

10.	**Solar**	Users risk electric shocks or burns from faulty equipment.	• Fixed installation correctly fitted by qualified electricians and solar engineers (May 2024) • Certificates issued	• The system is live and operational has been tested and signed off by the installer. The external cabinets are designed to be in a public space IP65 rated and electrically safe, locked and secure.	Self-monitored	022/6/2026	
11.	**Gas**	Gas escape could cause serious injury if not dealt with correctly e.g., burns or loss of life	• Gas boilers checked annually by Gas Safe registered engineer. • If you smell gas advice is to get out of the premises immediately • Don't switch on any electrical items! • Leave the building by the nearest emergency exit. • Make your way to the assembly point	• Gas boilers checked annually last inspection. For details see Appendix A • Leave the building by the nearest emergency exit – Drawing attached to hire agreement • Information for emergency procedure is available at all alarm points • Building assembly point is in the top car park area • Call the emergency services immediately • Call a member of the management committee who will notify the gas board	Inspected 6 months	22/6/2026	

12.	**Stored equipment**	Injury by collapsing stacks or manual handling i.e., back injuries	• Users should know they must stack tables and chairs carefully to avoid collapse. • Collapsible Tables to be stored vertically at the far end of the storeroom. • Fixed tables to be stacked 10 high. • Material covered chairs to be stacked a maximum of 9 high. • Plastic seats to be stacked maximum 10 high. • Playgroup are responsible for keeping their storeroom safe and tidy.	• Advise hall users of this procedure	Inspected 6 months	22/6/2026	
13.	**Manual handling**	Users of the hall may suffer back pain if they lift objects that are to heavy or awkward	• Chairs to be moved around the hall with the use of the trolley.	• Trolly provided	Inspected 6 months	22/6/2026	
14.	**Security**	Hall users	• Fire doors are opened using push bar system. • Fire doors in both David Francis Room and Jubilee Hall are connected to the fire alarm system and should not be opened other than in an emergency. • Main Hall fire doors lead out onto the patio area. • Fenced patio area with double gates approximately 3m from main hall. • During the summer months this gate will be out of use. For emergencies a single gate	• Operation of doors and windows – security • Leaving the Main Hall in an emergency Building assembly point is in the top car park area. • Hall is completely covered by CCTV. • In case of fire alarm, all controlled doors will unlock	Inspected 6 months	22/6/2026	

			is to be found adjacent to the shed.				
15.	**Fire safety**	In the event of an emergency http://www.legislation.gov.uk/uksi/2005	• Fire alarms tested 6 months. • Alarm points not obstructed. • Fire exit signs visible and clear • Emergency lighting provided. • Fire extinguishers are available. • Fire blankets are available. • Make your way to the assembly point. • Under no circumstances are naked flames to be used i.e., candles	• Fire alarms are tested 6 months. For details see Appendix A • Hirers to familiarise themselves with the emergency procedure prior to their event • Leave the building by the nearest emergency exit – Drawing attached to hire agreement • Information for emergency procedure is available at all alarm points • Building assembly point is in the top car park area • Call the emergency services immediately • Call a member of the management committee	Inspected 6 months	22/6/2026	
16.	**Smoking**	Although outside areas are not covered by any legislation in respect of smoking near any building. Non-smoking visitors could be subjected to second hand smoke which could lead to health issues.	• Smoking is not permitted within the fabric of the building or the patio area. • Smoking is only permitted out the front of the building.	• Consideration should also be given to placing of external stubbing-out bins at least 2 or 3m from any openings.	Management committee	N/A	
17.	**Patio area**	The patio should be a safe place for hirers to enjoy as part of their hire agreement, but it is not without risk to users who could suffer injury or death. i.e., direct hit by cricket balls or falling tiles from balls striking the roof.	• The committee identified strikes by cricket balls as a potential safety issue to hirers when cricket is being played on the green. However, erecting the net does block our emergency egress onto the green.	• BGVH have erected a safety net to protect the hall fabric and ultimately hirers. • Net will be raised during the cricket season. • Parents are responsible to make sure their children are always supervised. • An alternative egress at the bottom has been	Management committee	22/6/2026	

				installed in case of emergency. Hirers to be advised of the potential steps between patio and grassed area. • Nets to be checked annually and repaired or replaced if necessary.			
18.	**Access to attic room** The loft area is divided into two areas storage of regular hirers equipment cabinets and Barns Green Players props	The loft area accesses other parts of the hall out of bounds to most hirers.	• Door to loft area is in JHB/DFR Lobby. • Door to this area will always be locked its opened via pin code or fop • Stairs leading to loft area has handrail. • Access door to BGP caged electrical area must always be locked when not in. • Access door to stage area from cage must be locked when not in use. • Access door to Barns Green players prop area to be always locked when not in use. Pin required for access.	• Key fobs / Pins to this area will be provided to responsible persons from each organisation that has storage cupboards in this area • Minors to be always accompanied by an adult. • Barns Green players are responsible for props being safely stored	Inspected 6 months	22/6/2026	
19.	**Egress from loft area**	In the event of an emergency and staircase is blocked.	• Door to players storage will open on fire alarm. • Fire exit signs visible and clear • Emergency lighting provided. • Egress is gained through players storage room, use both windows at either end for emergency evacuation	• Escape ladders provided (single Use only) • Windows open at 90 deg. • Taped clearance route • Storage to be kept clear of egress route.	Management committee	22/6/2026	

20.	**Maintenance work**	Individual shall be responsible for health, safety, and wellbeing of themselves.	• Suitable PPE to be worn all the time (safety boots, Hi Vis, gloves) • Suitable eye protection must be worn when carrying out strimming etc. • Plan, manage and monitor all work carried out by themselves considering the risks to anyone who might be affected by it i.e., dog walkers	• Committee to consider displaying appropriate warning signage. • Notify the committee immediately of any breaches of health, safety, or wellbeing. • Make sure that all equipment of stored safely when work ceases! • Make sure that all equipment of stored safely when work ceases	Management committee	N/A	
21.	**Using contractors**	Contractors shall be responsible for health, safety and wellbeing of themselves, and workers employed by them. Contractors shall be responsible for health, safety and wellbeing of employees and visitors of Barns Green Village Hall Contractors shall make sure the client is aware of the client duties under CDM 2015 before any work starts. Any works will require a full method statement, Agreed by the contractor and the premises committee.	• A contractor must be able to demonstrate that they have the skills, knowledge, and experience. • The contractor must make sure that anyone employed under their control has the skills, knowledge, experience to undertake the tasks. • Provides copies of membership of professional bodies • plan, manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might be affected by it (visitors to Barns Green Village Hall) and the measures needed to protect them. • check that all workers they employ or appoint have the skills, knowledge, training, and experience to carry out the work, or are	• Display appropriate warn signage! • Notify the committee immediately of any breaches of health, safety, or wellbeing! • Make sure that all equipment of stored safely when work ceases • If trailers are left unattended. Brakes are to be applied, and wheel chocks **must** be used.	Management committee	N/A	

			in the process of obtaining them! • make sure that all workers under their control have a suitable, site-specific induction. • Suitable PPE to be worn all the time. • provide appropriate supervision, information, and instructions to workers under their control. • ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access. • ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work				
22.	**Asbestos containing materials (ACMs) found in building.**	Contractors and others carrying out normal activities at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	• Position of all ACMs surveyed – Type 1 survey by professional as no building works planned. • Position and condition of all ACMs marked, recorded, and explained to manager and staff. • Arrangements made for: - Type 2 survey, for when non-major, routine building maintenance work. - or Type 3 survey when intrusive work planned.	• Asbestos Containing Materials (ACM's) – A Type 3 survey was undertaken prior to major extension works in 2017/18 and no signs of ACM's were encountered. Report is available on OneDrive.	Management committee	N/A	

23.	**Keyless entry system**	The village hall now operates on a keyless entry system	• Key fobs and Pin codes will be given to hirers. • Battery backup for 3 hours • Default doors open, fail safe. • All doors unlock on fire alarm. • Exit buttons always work / active	• Emergency power, break glass for override door locks • Signage provided	Self-monitored	N/A	
24.	**Hall Radiators**	Organisations that operate with small children	• Ofsted Health, Safety, and wellbeing risk assessment	• Radiator covers have been fitted to all radiators in the main hall to protect burning	Management committee	22/6/2026	
25.	**Negative air ventilation system**	Any user of the hall	• Infectious pathogens	• Our main hall is now equipped with negative air ventilation system. The system can be set to allow the hall to have up to a maximum of five full air changes per hour	Management committee	N/A	
26.	**Extra players storage**	Under stage storage for Player's equipment. Serious risk of injury i.e., fall, concussion or breathing difficulties etc	• Restricted height • Hazards in a confined space often include harmful dust or gases. • Trap door fitted with "Gas Lift Struts".	• Carbon monoxide alarm fitted. • Smoke detectors fitted. • Signage to be provided. • Emergency lighting	Management committee		

Barns Green Village Hall – Generic Risk Assessment

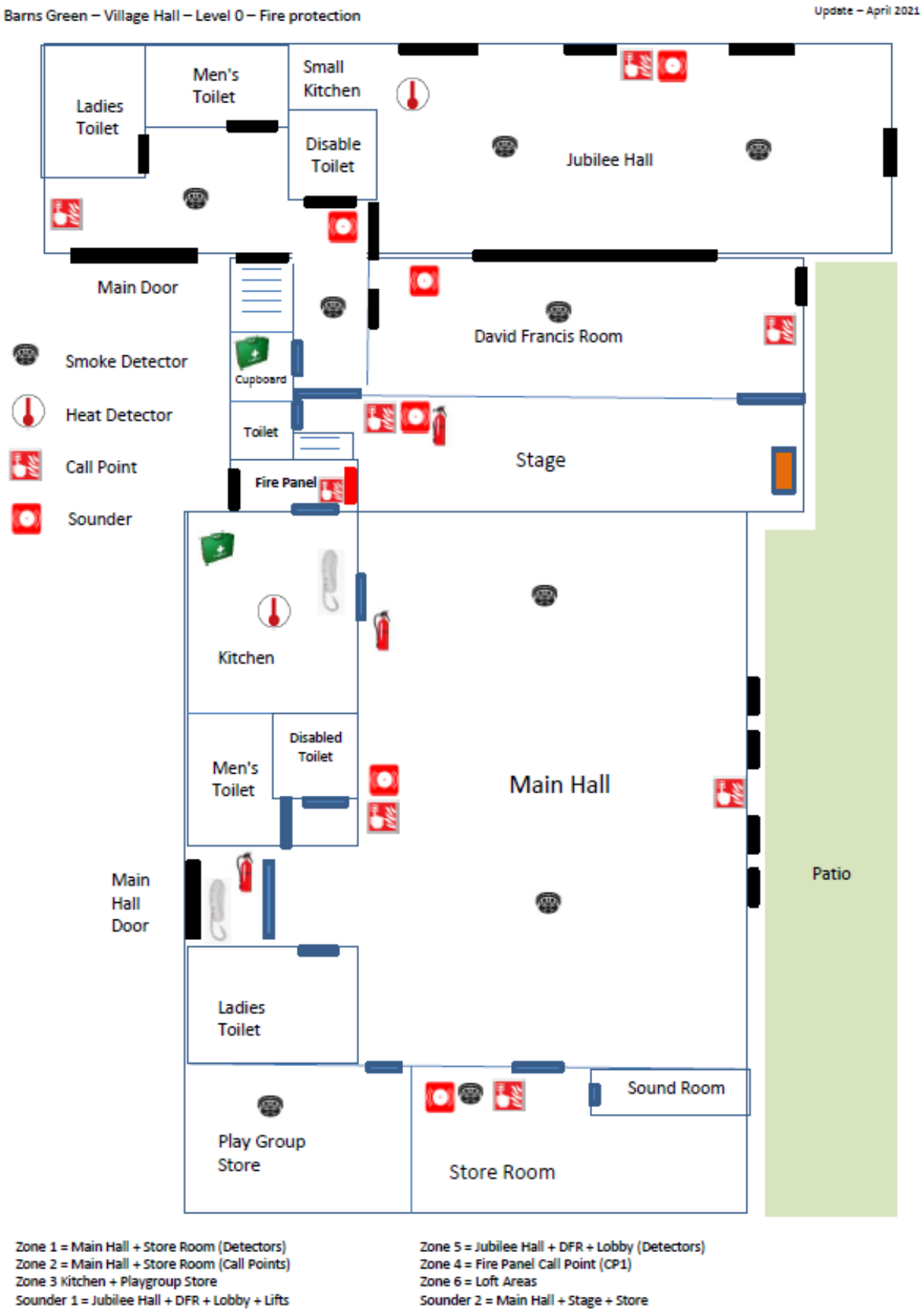
Health and safety check out by: Roy Tingley & Simon Gale (Chair) - June 30th, 2026

Appendix A

Advisory comments	Date advised	Completed	Next scheduled inspection
PAT testing *	-	February 2026	March 2026 General items only, not theatre. (5/10-year period)
Fixed wiring testing	-	May 2023	May 2028
Emergency lighting testing	-		Monthly by cleaner
Fire alarm testing	-	Monthly/at start of term with Playgroup	3 monthly test - by Pound Hill Security
Gas boiler	-	February 2026	February 2026

* Users of the hall will be sent an email advising them to carry out testing of portable equipment- June 2026

Appendix B


Barns Green – Village Hall – Level 0 – Fire protection
Update – April 2021
Ladies Toilet
Men's Toilet
Small Kitchen
Disable Toilet
Jubilee Hall
Main Door
David Francis Room
Smoke Detector
Heat Detector
Call Point
Sounder
Cupboard
Toilet
Fire Panel
Stage
Kitchen
Men's Toilet
Disabled Toilet
Main Hall
Patio
Main Hall Door
Ladies Toilet
Play Group Store
Store Room
Sound Room
Zone 1 = Main Hall + Store Room (Detectors)
Zone 2 = Main Hall + Store Room (Call Points)
Zone 3 Kitchen + Playgroup Store
Sounder 1 = Jubilee Hall + DFR + Lobby + Lifts
Zone 5 = Jubilee Hall + DFR + Lobby (Detectors)
Zone 4 = Fire Panel Call Point (CP1)
Zone 6 = Loft Areas
Sounder 2 = Main Hall + Stage + Store

Appendix B

BARNS GREEN VILLAGE HALL
FIRE EMERGENCY PLAN FOR HIRERS

Hirers are the temporary responsible person under the Regulatory Reform (Fire Safety) Order 2005

The Village Hall Management Committee has a legal duty to inform you, as the responsible person for the event/function etc. during the hire of the Village Hall, that you have legal obligations/duties for the safety of persons assisting or attending your event.

Fire Protection Systems	• **The village hall has an automatic fire and smoke detector system. On alarm you will hear the sounder.** • **If you believe the alarm is a false alarm, then please call for help from the numbers at the bottom of this form otherwise call 999.**
IN THE EVENT OF FIRE	• **Please instruct your attendees to make their way immediately to the UPPER CAR PARK which is the hall's assembly point (Signed).** • **(Right out of the main door)** • **Take this form with you and count the number of attendees at the assembly point to make sure no one is missing.** • **There is a phone by the main door: if safe to use call Fire Service on 999 or use a mobile. Notify the Fire Service if any attendees are missing.**

Please complete the following register before your event starts	
Name	
Organisation	
Date	
Hall / David Francis Room /Jubilee Hall	
Number of Attendees	

Village Hall Contact numbers

Simon Gale - 07500 665083
Paul Collins - 01403 730761

The use of naked flames including candles is not permitted under any circumstances.

It is against the law to smoke in the premises.