



Carlton Village Hall
Church Lane
Carlton
Nr Goole
DN14 9PB

Carlton Village Hall Information for Hirers

• **SUMMARY INFORMATION:~**

- 1. NO SMOKING OR VAPING IS ALLOWED IN THE HALL
- 2. WHILE HIRING THE HALL THE HIRER IS RESPONSIBLE FOR THE SAFETY OF THE HALL AND VISITORS
- 3. AT NO TIME SHOULD THE HIRER LEAVE THE HALL UNATTENDED
- 4. NO SMOKE MACHINES OR DEEP FAT FRYERS ARE PERMITTED
- 5. CLEAN UP ALL SPILLS IMMEDIATELY
- 6. DO NOT BRING PORTABLE ELECTRICAL APPLIANCES TO THE HALL.
- 7. CHECK ALL FIRE EXITS
- 8. IN THE EVENT OF FIRE GET EVERYONE OUT PROMPTLY AND CALL 999
- 9. READ THIS DOCUMENT AND UNDERSTAND YOUR OBLIGATIONS AS THE HIRER

• **a) HEALTH & SAFETY INFORMATION:~**

- As Hirer of the Hall, you are personally responsible for the health and safety of the people in the Hall and for the building during the hire period.
- Please pay particular attention to the Fire Safety Information below:
- NO SMOKING OR VAPING IS ALLOWED IN THE HALL
- NO SMOKE MACHINES OR DEEP FAT FRYERS ARE PERMITTED
- DO NOT BRING PORTABLE ELECTRICAL APPLIANCES TO THE VILLAGE HALL.

• **FIRST AID KIT:~**

- This is located in the kitchen on the window sill as is the Accident Book.

• **SMOKE ALARMS AND EMERGENCY EXIT LIGHTS:~**

- The Smoke Alarm box is located by the front door. Code 31121 to silence in the event of a false alarm.
- The Emergency Light switch is located on top of orange cupboard in the lobby. Please check this is switched to on before your event starts.

• **LIQUID SPILLAGES INCLUDING FLAMMABLES:~**

- Wipe up immediately to avoid accidents and control the risk or spread of fire. Cleaning equipment can be found in the Gents outer store.



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- **BOUNCY CASTLES AND SIMILAR INFLATABLES ARE SPECIFICALLY EXCLUDED FROM OUR INSURANCE:~**
 - We The Village Hall cannot be held responsible for any accident which may occur. The Hirer should check with the supplier of the Bouncy Castle regarding insurance before you hire, and be aware that The Hirer could be held responsible in the event of an accident.
- THE MAXIMUM CAPACITY OF THE HALL IS 135 (SEATED OR STANDING) AND INCLUDES ALL CATERING AND BAR STAFF AND MUST NOT BE EXCEEDED.
- AT NO TIME SHOULD THE HIRER LEAVE THE HALL UNATTENDED!
- **b) HEALTH & SAFETY /FIRE SAFETY CHECKLIST FOR HIRERS:~**

Before admission of the public check:~

- All exit doors are unlocked, and the push-bar mechanism tested and in good working order.
- Escape routes are free from obstruction and available for use.
- Any fire doors are closed and not wedged or propped open. Closing fire doors is vitally important to maintaining escape routes and reducing the spread of fire to allow safe evacuation of the hall.
- Firefighting equipment is in place and unobstructed.
- Escape routes are clear.
- Exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.
- **At the start of the function:~**
 - Make the public aware of the fire escape routes and the need to evacuate the premises in the event of a fire alarm sounding and to gather at the Assembly Point.
- **During the function Hirers should not:~**
 - Let rubbish accumulate, clean as you go.
 - Block any fire escape routes.
 - The use candles is strictly restricted to cake candles only and must be supervised at all times.
- **End of function:~**
 - Please leave Hall safe, clean and tidy for the next hirer.
 - Please wipe, fold flat & return tables to the storage area you got them from.
 - Stack chairs back against the wall & stack no more than 6 high. If the chairs are used from off the stage please return and stack no more than 4 high. Please be aware that all chairs are not the same and do not stack if mixed up.
 - Keep fire exits clear.
 - Lock all windows and doors.
- **Information for Hirers:~**
 - Sweep hall floor.
 - Take all your rubbish away with you.
 - Remove all portable electrical appliances.
 - Search for signs of any smouldering fires.
 - Please ensure all lights, appliances & taps are turned off.
- **Please note:~**
 - OUTSIDE LIGHTS stay on during hours of darkness.
 - DISABLED TOILET LIGHT will switch on/off automatically.

c) EMERGENCY PLAN:~

- At all times hirers should have available a fully charged mobile phone to dial 999 and summon the Fire Services in the event of an emergency.

IN THE EVENT OF A FIRE:~

- 1. SOUND THE ALARM
 - On discovering a fire shout "Fire" to make others aware.
 - Emergency lighting will come on in the event of a power cut.
 - Fire Extinguishers are located by the front door, by emergency doors in the main hall and in the kitchen. Only tackle small fires using these if you are confident and it is safe for you to do so!
- 2. EVACUATE THE BUILDING
 - All persons on hearing the fire alarm or the shout of fire should immediately leave the building via the emergency doors in the main hall and make their way to the Assembly Point which is located on the grass verge on the corner of Church Lane / Low Street.
 - If there are any children or disabled or frail users, then assistance should be given to exiting them safely and as a matter of priority to the Assembly Point.
 - If safe to do so undertake a sweep of the premises to ensure everyone has evacuated safely.
- 3. SUMMON THE FIRE BRIGADE
 - By calling 999 on your mobile phone and asking for assistance
 - Give them the following address:~

CARLTON VILLAGE HALL
CHURCH LANE
CARLTON
GOOLE
DN14 9PB

- 4. AWAIT ARRIVAL OF FIRE SERVICES
 - Arrange for someone to meet the fire services on arrival and ensure access to the village hall car park is clear.
 - On their arrival advise the Fire Services if all persons are safely evacuated from the building.
 - Do **NOT** allow anyone to re-enter the hall until you are told it is safe to do so by the fire services.

- 5. CONTACT CARLTON VILLAGE HALL COMMITTEE MEMBER

NATALIE LAND on [0751 55 56 512](tel:07515556512) or [01405 869701](tel:01405869701)

OR

MALCOLM HANCOK on [07825 445 777](tel:07825445777)

E~MAIL enquires@carltonvillagehall.com



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