

BEAUMARIS TOWN COUNCIL

HIRE OF TOWN HALL

ORGANISATION/GROUP

CONTACT

ADDRESS

TELEPHONE

DATE REQUIRED **DURATION**

NATURE OF FUNCTION

FEES **(SEE CURRENT COUNCIL CHARGES)**

RESPONSIBLE PERSON

CONDITIONS OF HIRE

- 1 SUPERVISION**
The Hirer shall appoint a Responsible Person to supervise the premises throughout the event. At all times there shall be at least one attendant on duty to assist persons entering or leaving the premises for every hundred or part of one hundred persons present. The Responsible Person and all attendants shall be familiar with the Fire Evacuation Plan (attached) and capable of carrying out the actions listed.
- 2 FIRE PRECAUTIONS**
The Responsible Person shall ensure that: Fire Exits are kept clear at all times; The green Fire Exit Signs are switched on; Fire Extinguishers are not moved or obstructed, Fire Alarm Points are accessible; and Fire Doors are kept closed.
- 3 NUMBERS**
The Hall is licensed for 140 persons only.
- 4 SEATING**
Chairs used for seating shall be arranged in rows of not more than twelve chairs in any one section, and be so arranged that no seat shall be more than 3.66m from the gangway. There should be a clear space between rows of at least 300mm (measured between perpendiculars from the back of one seat to the front of the seat immediately behind).

There shall be adequate gangways of not less than 1.06m in width intersecting the rows of seating and at the front and rear of the room. There must be no projection which diminishes the effective width of the gangways and the ends of all rows and seats shall be so aligned as to maintain a uniform width of gangway
- 5 USE OF THE KITCHEN**
The kitchen may be used but must be left in a clean and tidy condition. The Town Council gives no undertaking to provide any equipment in the kitchen. Equipment which is available may be used and must be left in a clean and tidy condition.

6 DAMAGE AND BREAKAGES

To be paid for by the Hirer.

7 PERSONAL BELONGINGS

The Town Council cannot accept any responsibility for loss or damage of any personal belongings.

8 BOOKINGS

Can only be accepted provided this form has been completed and the appropriate payment made.

9 NOISE

Please minimise the amount of noise during setting up and taking down of tables and displays. Banging and dragging tables and chairs across the Town Hall floor causes a major disturbance to the shops below.

I accept on behalf of the organisation named, the conditions of the hire as stated.

SIGNED **DATE**

BEAUMARIS TOWN HALL

FIRE EVACUATION PLAN

ASSEMBLY POINT:

Outside the Bulkeley Arms Hotel, Castle Street

ACTION ON DISCOVERY OF FIRE:

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT USE THE LIFT
- DO NOT RE-ENTER THE BUILDING
- INFORM BOTH TOWN HALL SHOPS OF FIRE
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR PUBLIC PHONE OUTSIDE THE BULKELEY ARMS HOTEL
- LIASE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING THE FIRE ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT USE THE LIFT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- ENSURE THAT THE FIRE BRIGADE HAS BEEN NOTIFIED

DISABLED PERSONS OR VISITORS

- PROVIDE ASSISTANCE FOR DISABLED PERSONS TO LEAVE THE BUILDING
- ENSURE ALL VISITORS GO TO ASSEMBLY POINT

IT IS THE DUTY OF ALL USERS AND HIRERS OF THE TOWN HALL TO ENSURE THAT THEY ARE AWARE OF THE LOCATION OF FIRE ALARM CALL POINTS AND FIRE ESCAPE ROUTES