

## **Guidelines and Safety Checklist** **Memorial Hall**

Thank you for your booking of the Memorial Hall. This information has been set out for your convenience and ease of access/exit during your hiring period. We kindly request that you complete the safety checklist at the end of your hiring period and return this with your key fob to the Parish Office as this forms part of your booking conditions and subsequent return of your deposit.

Please be advised that the access doors are programmed for entry during the times booked and the doors will automatically lock on final exit at the end of the period booked and will not be reopened using the fob after expiry.

### **Entry to Main Hall Front Door / Back Room**

1. Open side gates: On arrival please open the side gates using the 4 digit numerical code provided to you at the time of your booking - This forms part of the fire escape route and for you and your party's safety should be adhered to. [Right hand side (RHS) gate for the hall fire escape and LHS gate for the back room.] We recommend that once the gates are opened the padlock is used to secure them against the wall so they have to remain open during the period of hire.

2. Door Access: Place the key fob provided in front of the control sited on the wall at the side of the door. A **GREEN** light will be displayed on the control pad and an audible bleep will sound, allowing access. Access will be available for 5 seconds. The fob will have to be reapplied after relocking if the 5 seconds are exceeded.

The 2 inner hall doors can be opened by pushing them as far back as they will go or at least beyond ninety degrees and they will remain open. To close them simply press the switch on the wall on either side of the doors and they will automatically close. The Fire Doors situated in the Kitchen and side Lobby (near disabled w.c.) open manually from the inside by simply turning the handle. These doors **CANNOT** be accessed from the outside without a key. These doors should remain closed at all times and should only be used for emergencies and for disabled access from outside.

Light switches are sited immediately on the wall on the RHS of the main hall doors.

The cleaning cupboard containing floor brushes and dustpan is situated through the left door off the Kitchen.

There is a water heater in the kitchen providing hot water for drinks and a boiler providing hot water to the sinks.

Please remember to bring your own refuse sacks, tea towels, towels and washing up liquid. **All non- recyclable waste to be removed by hall hirer.**

**On the reverse of this sheet is the Safety Checklist which should be completed and returned with the key fob at the end of your hiring period to the Parish Office, please post through the letterbox during out of hours (next door to the hall). Thank you for your co-operation.**

**Please note:** The Hall has a fire alarm, the alarm panel is in the Hall lobby together with advice on position of breakpoints. It is the Hall Hirer's responsibility to ensure that the fire alarm is not tampered with. There are instructions also on what to do if the alarm is set off either accidentally or due to power fault.

**Safety Checklist - to be completed at the end of your hiring period** (please tick on completion and sign & date at the bottom)

Fire Doors are firmly CLOSED      Kitchen                                      Side Lobby

Kitchen Water Heater & Boiler are switched OFF

Kitchen serving hatch is closed and bolted

All floors are swept and all rubbish is removed

All tables and Chairs put away

Toilets checked to ensure they are left tidy and all taps turned off

ALL lights are turned OFF

The inner hall doors are closed

The Main Exterior Hall Front Doors / Back room door are both **bolted & firmly CLOSED** (on final EXIT)

Both side gates are shut and padlocked

I can confirm that as the hirer of the Memorial Hall, I have completed the checklist and as such have left the premises in a safe and secure condition.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**COMMENTS/FEEDBACK**