

St John the Baptist, Ermine, Lincoln

Church Hall

Hirer's Responsibilities

Once you have signed for the key you are responsible for the part(s) of the Hall you have hired.

You are also responsible for the group that the Hall has been hired for.

It is strongly recommended that you devise a plan in case of emergency and advise your group accordingly. You will need to remember the number of persons in your Group so you can advise the Emergency Services of any missing persons in the event of an emergency evacuation.

Make a note of all fire exits, they have the international fire escape sign above the door. Emergency Exits will be pointed to you when you collect the key.

Once your group has evacuated to a safe area – possibly towards the Church entrance, phone the Fire Brigade from the Public phone box situated near the Health Centre across the road. (money is not required for a 999 call)

COUNT YOUR GROUP so you can inform the Fire Brigade if someone is missing. **DO NOT GO BACK INTO THE HALL** until given permission by the Fire Brigade.

For small fires the following extinguishers are located:

Daines Room	-	Foam
Kitchen	-	Powder
Hall	-	Water (two)
Stage	-	CO2

All extinguishers are red. Read the instructions for their usage.

There is an Accident Book and First Aid Kit in the Kitchen, please complete in the event of an accident to any of your group members.

Please do not allow anyone to sit on the radiators or any other fixtures and fittings, chairs are provided.

If you do not understand any of your responsibilities please ask before you sign this form and accept the key. The above points are for your safety. The Hall Committee hope you enjoy your function

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I have read, understood and accept the above responsibilities

Signed _____ Date _____

Please print your name _____