



IMPORTANT INFORMATION FOR HIRERS

FIRE ALARM Evacuate building, assemble at rear of car park. Call 999 for fire brigade	WATER LEAK Water cut-off switch is in left-hand cupboard under kitchen sink Call hall phone when water off.	FIRST AID INCIDENT First aid boxes in kitchen and committee room. 999 for ambulance if needed. Advise secretary when possible.
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Thank you for hiring Pant Memorial Hall for your event. This document, the hiring form and the terms and conditions form the legal contract of hire. Detailed health and safety information is in the yellow folder in the side room.

PLEASE REMEMBER

- keep fire exits clear and unlocked throughout the hire
- no smoking, e-cigarettes or naked flames anywhere on the site, including outside areas. Hirers are responsible for callout costs if fire alarm is triggered due to breach of this condition.
- Do not place anything on the heaters
- furniture stowage: please use the trolleys where provided, do not drag items. Please observe posted stowage instructions – do not force items into racks or stacks.
- Children should not be allowed into the kitchen or furniture storage rooms. They must be actively supervised at all times, and in particular not left to play in the entrance hall or the car park.
- Any electrical items brought on to the premises must be safe.
- Please advise if any first aid items are used, so that we can replace them. The secretary must be informed of any incidents, however minor.
- Take care to avoid creating hazards, such as:
 - a. slipping – mop spills immediately
 - b. tripping – watch for buggies, umbrellas and other items left in halls and corridors
 - c. risk to individuals while in sole occupancy of the building – mobile coverage is limited
 - d. kitchen accidents: take care with hot water and sharp knives
 - e. toppling hazards; follow stowage instructions, particularly with reference to chair stacks
 - f. ventilation is strongly recommended; window keys are on sills. Please close and lock windows before leaving.

BEFORE DEPARTURE

Please ensure that you have removed all rubbish, swept the floor and collected all your equipment and possessions. Replace all furniture in the store, correctly stacked as you found it. All lights and taps must be turned off, (except sensor lights), boiling water device switched off, all windows locked and all internal doors closed. Please consider our neighbours and leave quietly.

HELP US TO HELP YOU

Please contact the booking secretary on 07913 565708 or the committee secretary (secretary@pantmemorialhall.org.uk) to advise any breakages or faults.

Notice: It is the intention of Pant Memorial Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.