



WRENINGHAM VILLAGE HALL HIRE AGREEMENT

Part 1

PARTIES

- (1) Wreningham Village Hall
- (2) Hirer

AGREED as follows:

1. Throughout this Agreement:
 - the Village Hall is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents, and invitees
 - the person or organisation named as the Customer Name is referred to as “you”; and “your” is to be construed; accordingly, “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents, and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Booking Secretary or, if not available, any of the Committee members.
2. In consideration of the hire fee, we agree to permit you to use the premises for the period(s) described in the **confirmed on-line booking** and **in-line with the terms of the agreement**. This Agreement includes the Standard and Special Conditions of Hire included in this document (Part 2 and 3)

2.1 You agree to pay in full within 14 days of date of invoice

Hire Fee	This will be based on our hire charges and what is required.
Invoice and Payment One off and Private hire	We will issue the invoice at time of booking confirmation Your payment is required in full to secure your booking and must be paid within 14 days of receipt of invoice
Invoice and Payment Regular Hirer	We will issue the invoice monthly Your payment must be paid within 14 days of receipt of invoice to ensure future bookings are accepted
Surety deposit	This deposit is taken at the discretion of the Village Hall Committee having considered the risk of hirers causing damage to the hall, creating noise or other disturbances.
Payment by Bank Transfer:	Payment is required by bank transfer Sort Code 20-99-08 (Barclays Bank Plc) Account Number 60966967 A/C Name Wreningham Village Hall Please reference your invoice number to aid reconciliation



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2.2 Commercial hire

This Hall has a Governing Document which requires the management committee to ensure that the hall is administered in accordance with its trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

If we terminate, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

3. You agree not to exceed the maximum permitted number of people per room including the organisers / performers for this event:

For event use:	Main Hall	Room Margaret Preston	Kitchen
Maximum allowed is 300 overall	250 dancing 180 seated 220 both	35 seated 50 seated / standing	10

Note: For activities such as fitness classes it is expected that the qualified instructor will set a safe limit on numbers and agree this with the booking secretary.

4. The hall has a licence:
 - with the Performing Right Society (PRS) for the performance of copyright music.
 - from Phonographic Performance Licence (PPL).
- 4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.
5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
6. We and you hereby agree that the Standard and Special Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

N.B. On agreement HIRERS enter a contract that could be used in evidence should legal action become necessary



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Part 2 – Standard Conditions

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for overseeing and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric, and the contents.
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our Wi-Fi service
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service, and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities



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described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

- (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not ensure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. **Gaming, betting, and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

6. **Music Copyright licensing**

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. **Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. **Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. **Safeguarding children, young people, and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. **Public safety compliance**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.



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- The location and use of fire equipment. (See diagram in part 3.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked, and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.

(iii) That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health, and hygiene

You must, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.



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15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner in the containers provided so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. The Booking Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- Highly flammable substances are not brought into or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises. No other animals are allowed in the premises. No animals at all are allowed in the kitchen.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.



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22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. Wi-Fi Services

When using the Wi-Fi service, you always agree to be bound by the following provisions:

(i) not to use the Wi-Fi service for any for the following purposes:

- (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.
- (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice.
- (c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
- (d) making, transmitting, or storing electronic copies of material protected by copyright without permission of the owner.

(ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

24. Termination of the Wi-Fi service

We have the right to suspend or terminate our Wi-Fi service immediately if there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal.
- (ii) if you cause any technical or other problems to our Wi-Fi service.
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service.
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

25. Availability of Wi-Fi Services

(i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be always fault-free or accessible.

(ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage, and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication



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of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our Wi-Fi service.
- (ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.
- (iii) By using our Wi-Fi service, you agree to the terms of this clause 26.
- (iv) When using the Wi-Fi service, the Hirer always agrees to be bound by the following provisions:
 - (a) not to use the Wi-Fi service for any for the following purposes:
 - (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.
 - (ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice.
 - (iii) interfering with any other persons use or enjoyment of the Wi-Fi service; and
 - (iv) making, transmitting, or storing electronic copies of material protected by copyright without permission of the owner
 - (b) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

27. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
 - (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises because of this hiring.
- the premises becoming unfit for your intended use.
 - an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition (including wiping all tables used and removing rubbish), properly locked and secured and all lights,



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water heaters and space heaters are switched off unless directed otherwise and replace any contents temporarily removed from their usual positions. Otherwise, we may make an additional charge.

29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations, or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them, and you must make good to our satisfaction any damage you cause to the premises by such removal.

30. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.



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Part 3 – Special Conditions

1. Hours of Opening

Activity in the hall is allowed daily from 9.00am.

The bar is available as follows:

Monday to Saturday 11.00 am to 12.00 midnight

Sunday 12.00 noon to 11.30 pm

2. Supervision

In addition to the Hirer, there shall be competent attendants (none of whom shall be less than 18 years of age) on duty at the premises to assist people entering and leaving. If most of the audience is under 16, or if there are many disabled people present, the number of additional attendants shall be set by the Booking Secretary.

All duty attendants shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire-fighting equipment available, how to call the Fire Brigade, and the evacuation procedure.

The number of attendants on duty must be:

- two for up to 100 persons
- three for 100 to 249 persons
- four for 250 to 300 persons.

N.B. the hall cannot have more than 300 people in attendance.

3. Hiring considerations

We do not hire the hall when the hiring may include performances involving danger to the public, or of a sexually explicit nature.

Public Discos are not encouraged but in exceptional circumstances prior approval can be requested from the VHC which may attach additional conditions if approval is granted.

Bookings for parties to be attended by people mainly between the ages of 13 years and 25 years must be approved by the VHC (Village Hall Committee) and a surety deposit of at least £200 may be asked for at the time of the booking. The VHC would need to be satisfied that the stewarding arrangements are sufficient and may insist on providing registered doormen for which a charge will be made.

4. Bar & Alcohol

Alcoholic drink (other than for raffle prizes and similar) may only be brought onto the premises with prior approval of the Management Committee. There is a corkage charge. Details of this charge can be obtained from the Bar Manager.

“Last orders” will be called 10 minutes before closure of the bar. A 20 minute “drinking up” period is allowed immediately the bar closes.

All bookings which involve the bar may be subject to a returnable surety deposit payable prior to the event and returnable within 28 days of the event less the cost of rectifying any damage caused to the property.



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5. Good Neighbour

Our “Good Neighbour” approach requires that music must cease at Midnight unless prior approval has been obtained for special circumstances. Even then our music licence is only valid to 1 a.m.

Please ask your guests to leave quietly at the close of the event. Car doors banging and loud talking in the car park may disturb local residents.

Please do not use Sellotape on the walls or other painted areas, use blu-tack If you need to put up notices or decorations. Do not fix decorations near to light fittings or heaters.

6. Opening and Closing the Village Hall

The authorised representative will be responsible for opening up and locking the hall after the event. Key collection arrangements will be agreed a few days prior to the hire date.

The Hirer is responsible for the safe keeping of the key, arrangements for the collection and return of the key will be agreed by the Booking Secretary. The key if lost will require all locks to be replaced. Should the Hirer misplace the key in their trust, he/she will be liable for the cost of the replacement of locks and keys which is likely to be more than £300.

Guests are expected to vacate the premises within fifteen minutes of the end of the licensed event. After midnight (unless prior arrangements have been made) only those helping to clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of all or part of the surety.

The hall must be cleared up immediately after the event unless prior consent has been given to do this later. The hall should be left in a clean condition and if the cleaning staff are involved in extra cleaning over and above the norm there will be an extra charge.

7. Parking

Mill Lane is a public road, and this must not be obstructed. The village hall car park will accommodate 50 – 60 of cars if parked sensibly. They should be parked with either the nose or tail facing the road hedge and it is then possible to make 4 rows of cars. Extra parking is available at the other end of the hall.

8. Facilities and Equipment

SCULLERY/BROOM CUPBOARD -This is on the left of the foyer as you enter the main door.

The push knobs in the scullery are timer switches for the outside lights and to operate these, push them in and then switch the main switch OFF. One of them will light up the foyer and round spots outside the main door to allow time for locking up, the other lights up the carpark.

THE KITCHEN is available for use by hirers of the main hall. You are expected to leave everything in its place at the end of the hire. We do not supply tea towels, washing up liquid or stock a complete set at crockery etc., but there is a limited supply of cutlery, cups and saucers. The light switches for the kitchen are in the kitchen to the right of the double doors. One of these lights up the outside of the hatch. When catering, please observe the directions signs “in” and “out” on the swing doors. A fridge is available - switch off after use and leave door propped open.

MAIN HALL HEATERS — There are 6 heaters, three on each side of the North & South walls of the hall. They are operated from a panel on the roadside wall of the stage.



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LIGHTS - IN THE MAIN HALL

- (iii) The strip lights are operated from the panel at the roadside wall of the stage.
- (iv) The lights in the centre of the hall are operated on dimmer/push switches located by the main door.
- (v) The stage strip lights are on the same panel as those for the main hall.
- (vi) The spotlights are only available by special arrangement and a trained operator would need to advise on their use.
- (vii) Lights for the foyer, toilets and car park are in the scullery. There is also a heat sensitive light on the car park.

MARGARET PRESTON ROOM — The ceiling lights are on the switches on the wall just inside the main door. There are up-lighters around the room operated from nearby electricity sockets. There are two heaters mounted on the wall and the control for them is placed near to the bar noticeboard. The lights to the toilets are inside each room.

CHAIRS AND TABLES - These are in the store to the left of the stage (the light switch is to the right of the door frame). Please note the layout for stored tables and chairs, both so you can return them to store tidily, and, to maintain clear access to the emergency exit. Chairs are not to be dragged across the hall floor. For your safety use the trolleys provided for moving chairs and tables and to avoid damage to the hall floor. If you do not know how to fold the tables, please seek advice or leave them out. There is a tool for folding the small tables on a nail on the cupboard just inside the store door. Replace stacked chairs (no more than 12 high) in neat rows with backs facing you.

9. Miscellaneous considerations

LASERS, STROBE LIGHTS or other forms at high intensity lighting shall not be used without prior approval of the Licensing Authority and all such systems must comply with the relevant Health and Safety Code of Practise.

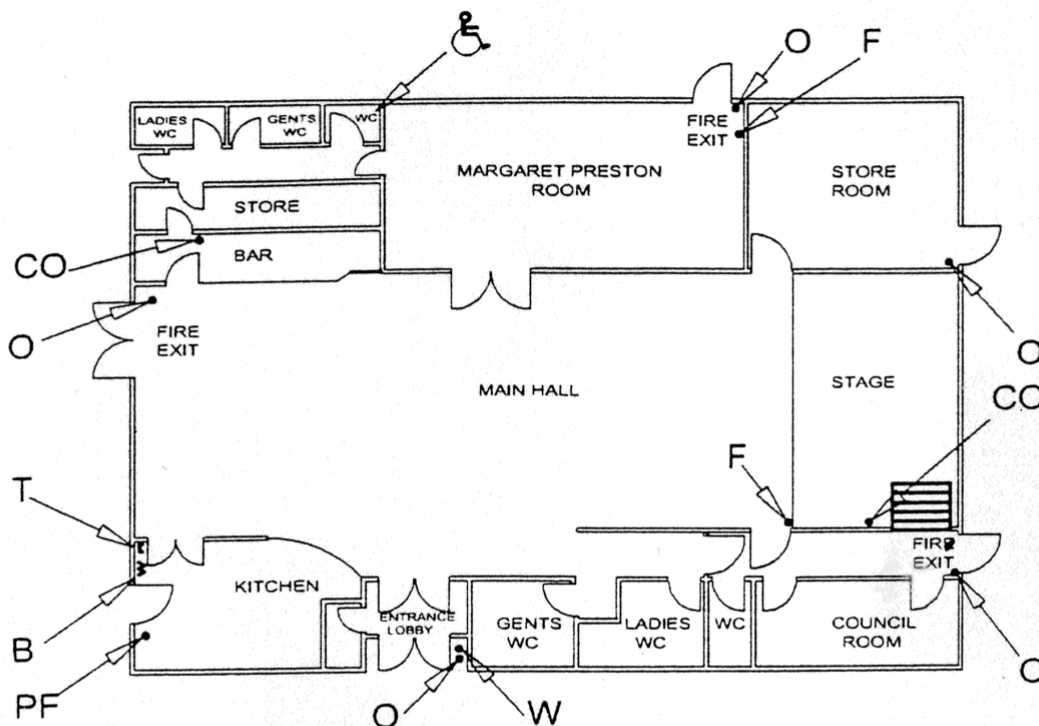
GASES AND VAPOURS - such as dry ice smoke sometimes used by Discos are prohibited as they may damage the surface finish of the floor and can cause a breathing problem to asthma sufferers.

HELIUM BALLOONS – if these escape from their anchor into the apex at the roof they can become entangled in the fans and cause considerable damage to them. If any balloons escape, please immediately switch off all the fans and report the problem to the Booking Secretary. For health and safety reasons on no account should you attempt to remove the balloon. If damage is caused to the fans the hirer will be billed for the cost of repair.



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Hall Floor Plan giving position of Fire Fighting Equipment



Key to Fire Fighting Equipment

- | | |
|----|--|
| O | There are 5 'break glass' points |
| T | Telephone |
| B | Fire Blanket |
| PF | Powder Fire Extinguisher |
| CO | Carbon (Black) Fire Extinguisher suitable for use on electrics |
| W | Water Fire Extinguisher |
| F | Foam Fire Extinguisher |

Ensure that the fire fighting equipment as below is not obstructed:

In the kitchen - there is a powder extinguisher suitable for kitchen use and a fire blanket
 On the stage - there is a BLACK extinguisher, this is for use in case of an electrical fire. The other extinguishers in the main hall, foyer and Margaret Preston room, are a general purpose type and most suited to likely needs.
 Fire equipment should not be interfered with and only used if there is a fire. Please report any faulty or used extinguishers to the Booking Secretary.