

Burnside Memorial Hall - Terms of Letting

General

1. The hirer is responsible for the property in the Hall, including that of their guests/associates; for breakages and for maintaining the condition of the grounds. The Hall must be left clean for the next user.
2. All kitchen equipment must be left in a clean and tidy condition.
3. Chairs must be replaced as found, and must not be stacked more than two high.
4. All functions must finish by 11:30pm and the Hall vacated by 11:45pm (except by special arrangement).
5. Payment for hire must be made at the time of booking.
6. The Hall is licensed for Music, Dancing and Theatrical Performances but not for the Sale of Alcohol.
7. Vehicles must **not** be parked inside the Hall grounds and must **not** be parked blocking the front gates.

Fire Safety

The hirer of the hall is responsible for adhering with Burnside Memorial Hall fire safety rules on site. These are:

- One member of the hirer's organisation must be appointed fire officer and where necessary fire wardens appointed to help evacuate personnel from the building. Where necessary hirers must be provided with adequate training, which will be their responsibility. The hiring organisation must make a formal record of the fire officer and wardens.
- A record of any problems encountered during any fire drill must be recorded by the site fire officer or responsible person nominated by the site fire officer and appropriate action carried out if problems have occurred. This could include for example revising the fire evacuation drill to take account of staff changes with fire marshals responsible for on-site evacuation. It is the responsibility of the organisation using the building to report to the trustees of the Hall any problems encountered.
- Each hirer must instruct all their staff, visitors and guests in how to raise the fire alarm with the fire safety equipment provided and how to conduct a fire evacuation. Each organisation must conduct a fire evacuation at least once a year (preferably twice) to ensure that all personnel, guests, visitors are confident in evacuating safely to the fire assembly point. Fire drills must be recorded.
- The site fire officer must be responsible for telephoning the emergency services or person appointed by the fire officer.
- A record of fire training carried out should detail the content duration of the training, the names of both those giving and receiving instruction, fire drill evacuation times, and should be entered into the fire log book. This must be carried out to current legislative standards on annual basis and recorded by the hiring company.
- The hirer before the commencement of their activities must check fire exits. Any blocked fire exits must have debris removed. This must be reported to the trustees of the Hall.
- To ensure unimpeded evacuation of the Hall in the event of an emergency, vehicles must not be parked inside the Hall grounds and must not be parked blocking the front gates.
- Contractors are not allowed to work on the premises without prior authorisation of the trustees.
- The fire safety evacuation procedure by the hirer must take into account the evacuation of disabled guests and visitors.
- All organisations using the premises must understand and confirm that they understand the procedures of site fire safety.
- The Hall capacity is a maximum of 110 people. Hirers of the Hall must agree that the number of people on site will not exceed this number.