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| Hirer Name: |
| Organisation: |
| Booking Manager: |

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| 🗆 Wash & Toilet facilities |
| 🗆 Location of emergency exits & fire extinguishers |
| 🗆 Location of evacuation plan/s |
| 🗆 Role & responsibility of hall hirer in evacuation |
| 🗆 Evacuation Assembly Points |
| 🗆 Incident Reporting procedures |
| 🗆 Hall hirer responsibilities, safe use and storage of cleaning equipment |
| 🗆 Facility security procedures |
| 🗆 Waste management responsibilities |
| 🗆 Emergency contacts* Emergency Ambulance, Police, Fire
* Urgent facility issues
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| 🗆 Key/card register form & implications of loss  |
| 🗆 Use of heating /cooling /equipment |
| 🗆 Location & safe use and storage of tables / chairs  |
| 🗆 Decorating Guidelines |
| 🗆 Restricted Areas |
| Conducted by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /Hirers signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |