

ITCHEN ABBAS AND AVINGTON VILLAGE HALL

FIRE PROCEEDURES

In the event of fire activate one of the alarm points shown on the plan to sound the bells to inform people to evacuate the building

The **Assembly Point** is on the **Boules Piste** at the far end of the garden

The Fire Brigade should be called to

Itchen Abbas and Avington Village Hall

Main Road, Itchen Abbas

SO21 1BQ

In case a mobile does not work there is a telephone box on the other side of the road to the hall

N.B it does not accept cash but will take emergency calls

Please report the incident immediately to the Hall Manager on 07947 191229

Please Note that as the Hirer

1. If you use outside contractors – caterers, bands, entertainers, speakers etc.- it is your responsibility to ensure
 - a. All their electrical equipment has been PAT tested within the past 12 months
 - b. They have a valid public liability insurance for at least £2 million
2. If you bring your own electrical equipment into the Hall you must ensure that it is safe
3. **You must have written permission from the Hall Manager to use candles or naked flames** at the Hall. *The conditions attaching to their use will be:*
 - a. *that they are used in heavily weighted containers to stop them being knocked over.*
 - b. *Night Lights must be in a holder that will not conduct heat from the metal container onto the surface where they are placed.*
 - c. *No naked lights should be placed near inflammable materials such as curtains.*
4. You must ensure that there is free access to every exit and that these are not blocked by tables or chairs.
5. You must ensure that any theatre seating layout follows the advice on the website
6. There is NO smoking in any part of the Hall including on the Veranda with its wooden decking

The Hall Licence requires that

The following number of attendants should be familiar with the location and operation of the fire extinguishers and the procedures for the orderly evacuation of the premises in the case of fire or other emergency	Up to 25 people at the event – 2 attendants Over 25 people at the event – 4 attendants
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ITCHEN ABBAS AND AVINGTON VILLAGE HALL - LOCATION OF FIRE EQUIPMENT AND SERVICES SHUT OFF

