

# THE VICTORY HALL

## DALSTON

### Terms & Conditions of Hire

#### 1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of 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:

- a) supervision of the premises, the fabric and the contents;
- b) care of the premises, safety from damage however slight or change of any sort; and
- c) the behaviour of all persons using the premises whatever their capacity, including proper
- d) supervision of car parking arrangements so as to avoid obstruction of the highway or pavement

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 (either inside or outside the hall) 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

##### 4.1 You are liable for:

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

the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service

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 WiFi service

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 WiFi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

4.2 We will take out adequate insurance to insure the liabilities described in sub-clauses 4.1 (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the 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 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.

10.1 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.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- 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.

10.2 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.
- 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 in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- a) no one attending the event consumes excessive amounts of alcohol
- b) 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. The premises are provided with a refrigerator and thermometer.

## 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.

#### 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:

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

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, 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. Our Hall 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:

a) Highly flammable substances are not brought into, or used in any part of the premises.

b) Candles, barbeques and other naked flames are not to be used inside or outside the building.

c) 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

You must ensure that only Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

#### 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.

#### 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 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. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

23.1 not to use the WiFi 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 WiFi service;

d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

23.2 to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

### 24. Termination of the WiFi service

We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

a) if you use any equipment which is defective or illegal;

b) if you cause any technical or other problems to our WiFi service;

c) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;

d) if you resell access to our WiFi service

e) if you use our WiFi service in contravention of the terms of these Standard Conditions.

### 25. Availability of WiFi Services

25.1 Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.

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

25.3 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 WiFi 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 WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

### 26. Privacy and Data Protection

26.1 We may collect and store personal data through your use of our WiFi service.

26.2 We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.

26.3 By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:

26.4 When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

a) not to use the WiFi service for any for the following purposes:

- disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

- 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;

- interfering with any other persons use or enjoyment of the WiFi service; and

- 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 WiFi 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:

- a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- b) our reasonably considering that
  - such hiring will lead to a breach of licensing conditions, or other legal or statutory requirements
  - unlawful or unsuitable activities will take place at the premises as a result of this hiring
- c) the premises becoming unfit for your intended use;
- d) 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, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, 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.

# Dalston Victory Hall - Hire Agreement

## Special Conditions of Hire during COVID-19

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**SC3:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:** You will ensure that no more than 24 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

**SC7:** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing

# Dalston Victory Hall - Hire Agreement

across the table between people from different household groups who are face-to-face e.g. using a wide U-shape

**SC9:** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

**SC10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

**SC11:** You will encourage users to bring their own drinks and food

**SC12:** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC13:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the small cloakroom between the kitchen and foyer. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall secretary on 01228 711183.

**SC14:** For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**SC15:** In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:** Other special points:

1. Where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity
2. Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members
3. The kitchen, main toilets and corridors are equipped with passive infra-red detectors which means that lights come on automatically. Please remind people not to touch these switches.

**SC 17:** You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when exercising or when people are eating or drinking but they should be seated.

# Dalston Victory Hall - Hire Agreement

*Dalston Victory Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities.*

*Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary at [sec.victoryhall@outlook.com](mailto:sec.victoryhall@outlook.com)*

## **Ways to pay your fees for hire of the hall**

1. By bank transfer to our account (**this is our preferred method of payment**)

**Account number: 54247662**

**Sort Code 16-52-21**

*Please use your invoice number **or** your name/organisation as the reference for making your payment*

2. By cheque

Cheques made payable to: **Dalston Victory Hall**

*Please include the tear off section from your invoice **or** a note with your name/organisation and send your payment to:*

*Aileen West, 32 Bishops Way, Dalston CA5 7LF or post it in the mail box in the hall foyer*

# Dalston Victory Hall - Hire Agreement

## **FIRE** safety guide for users of the Hall

IN THE EVENT OF A FIRE **DIAL 999**

- **The Responsible Person** will instruct all persons to leave the Building using the nearest available Emergency Exit, and to go as soon as possible to the **Assembly Point** - which is the grass area in front of the Co-op.
- **A Roll Call** should be taken.
- **No matter how small the fire, call the Fire Brigade.** There is no telephone in the Victory Hall, so if you have access to a mobile phone, **dial 999** and give this address:

**THE VICTORY HALL, THE GREEN, DALSTON, CARLISLE. CA5 7QB**

- **The Responsible Person** should ensure, that once the Building has been evacuated, no one re-enters the Building to collect personal belongings, etc. under any circumstances.
- On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform the Officer in Charge of anyone who is missing from their last known position.
- **ATTEMPTS TO PUT OUT THE OUTBREAK OF FIRE USING THE FIRE EXTINGUISHERS SHOULD ONLY BE CARRIED OUT IF IT IS CONSIDERED TO BE SAFE - IF IN ANY DOUBT GET OUT OF THE BUILDING.**
- If you have access to a mobile phone and after you have carried out all of the above - and circumstances allow it - please call one of the numbers below.

Note: All incidents, no matter how small, must be reported to the Secretary.

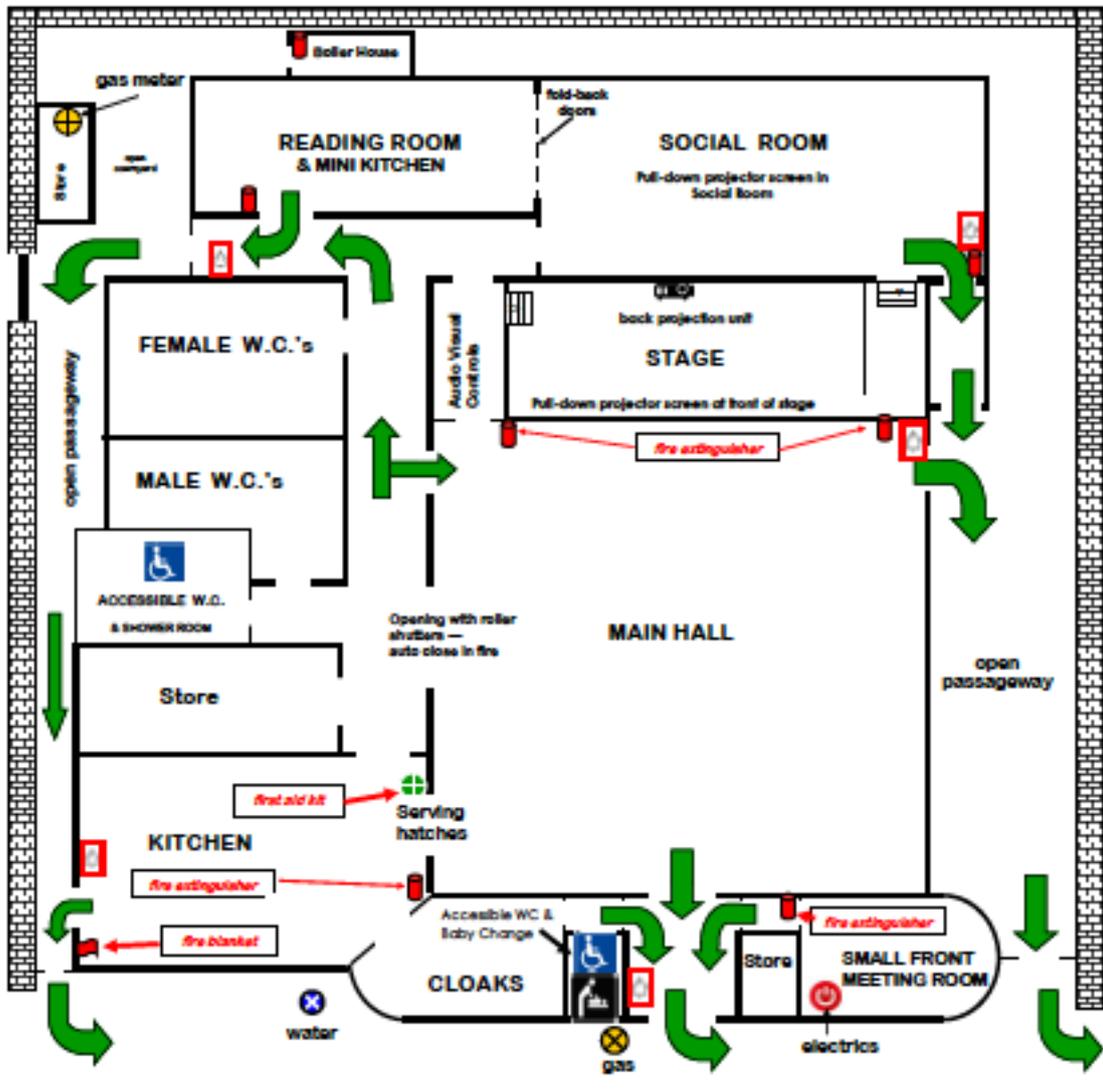
### **EMERGENCY CONTACTS:**

<b>SECRETARY</b>	<b>JANE CLARK</b>	<b>01228 711183</b>
<b>CHAIRMAN</b>	<b>MICK RYAN</b>	<b>01228 711787</b>

# Dalston Victory Hall - Hire Agreement



## EMERGENCY EXIT ROUTES & SAFETY INFORMATION



B5299 CARLISLE ROAD



The Green

**ASSEMBLY POINT**  
(& public 'phone box)  
by flagpole in front of  
CO-OP store

JA: 10/20/20

# Dalston Victory Hall - Hire Agreement

## FIRE RISK ASSESSMENT

### Description of Premises

Dalston Victory Hall, although originally built in 1922, has had improvements and extensions over the years to increase the facilities of this community building. It complies with all current regulations including building, fire, and disabled access.

It is situated in the centre of Dalston overlooking The Green with parking and village facilities nearby. The building comprises entrance lobby with a cloakroom, small meeting room and disabled toilet, leading to the main hall with emergency exit and stage. At the rear of the hall are two meeting rooms with a fold back partition between them. One of these rooms contains a small kitchen and the other a lobby to an external door.

A new kitchen, toilets and storage facilities were completed in 2019 and are accessed from the main hall, the cloakroom and the rear rooms. The kitchen has direct access to the main hall via two serving hatches which can be closed off from the hall with powered shutters.

There are five emergency exits which lead directly out of the building - from the main hall, both lobbies rear passage and kitchen. They are clearly lit with emergency lighting and comply with disability legislation. The Fire Assembly Point is the grass area in front of the Co-op shop some 50 yards to the north.

Fire Extinguishers or blankets are situated in the front lobby, main hall, rear rooms and new kitchen. They are inspected regularly.

The building is a no smoking area. No fireworks, gas appliances or flammable substances are allowed inside the building. Candles, barbeques and other naked flames are not to be used inside or outside the building.

Fire hazard is considered to be low and thus the risk is low.

### Use of the Victory Hall

The Hall is used by a variety of organisations and private individuals for a wide range of activities. The Booking Form forms the basis of the Hire Agreement and draws the attention of the Hirer to the Terms and Conditions of Hire.

This Fire Risk Assessment has been done by the Trustees to cover the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Trustees encourage all users of the Hall to carry out their own Fire Risk Assessment to highlight the areas used by their own group of users, also to demonstrate to their group the position of escape routes.

The Hirer is deemed to be the RESPONSIBLE PERSON and is designated as the person in charge of the Hall during the hire period.

The Trustees ask Hirers to make themselves aware of the escape routes and the firefighting equipment. This plan is available on the Website, when booking the Hall, and on the wall by the front door. They should also make themselves aware of the location of the fire assembly point.

A Trustee will only attend the Hall during a booked event when it is agreed necessary.

It is the responsibility of the Hirer to ensure the Hall is securely locked after use, as the building should never be left open and unoccupied. The front and side doors are secured by combination locks. The relevant combination will be given to the hirer at the appropriate time. Various areas within the hall have separate locks, the keys of which are held in a separate key safe in the front lobby.

# Dalston Victory Hall - Hire Agreement

## People at Risk

Those at risk in the event of fire are:

- **Hall Users:** There could be up to 150 at one time, but generally much smaller numbers than this. Most of our Users are familiar with the Hall. Those who are not will find the simple layout easy to navigate. The main hall is open plan and has three easily identifiable fire exits, two of which are double doors fitted with push bar releases. The two rear rooms have one easily identifiable fire exit fitted with a push bar and easy access to the main hall fire exits.
- **Caretaker:** The Trustees employ a part-time Caretaker who has access to the building at all times and usually works alone.
- **Trades People:** The Trustees employ trades people as and when required. Local trades people who are familiar with the building gain access with the lock combination provided by a Trustee. Trades people who are not familiar with the building are accompanied by one or more Trustees.
- **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of the Hirer to ensure that disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on the level internally with slight ramps to the exterior, so there are no barriers to wheel-chairs.
- **Children:** It is the responsibility of the Hirer to ensure that all children are supervised and that they are given adequate assistance in the event of an evacuation.
- **Members of the Public:** Walk past the front of the Hall on the public pavement.

## Possible Causes of Fire

- **Electrical:** Fault on main supply, socket outlets, wiring.
- **Heating Boiler:** Gas with electric ignition, pumps, controllers.
- **Portable Appliances:** Electrical faults.
- **Kitchen:** Fixed equipment faults.
- **Cooking:** Accidents.
- **Waste:** Accidental ignition.
- **Stage:** Lighting and audio electrical systems.  
Stage scenery and props - on stage and stored under.

- **Deliberate Ignition**

## Control Measures

The Control Measures taken by the trustees are to ensure that:

- **All Fire Doors** are checked weekly for illumination, ease of opening, and that emergency exit routes are kept clear. A test of continued illumination in the event of a power failure is done quarterly. A test of the smoke alarms is done quarterly.
- **Assembly Point:** Ease of access to and through the escape routes to the Assembly Point are tested annually.
- **Fire Fighting Equipment:** A sufficient range of equipment is supplied in prominent positions in the building with the relevant instructions immediately adjacent. A qualified person inspects them on a regular basis.
- **Electrical Equipment:** Both fixed and portable is safety tested regularly.
- **Heating Boiler:** Inspected regularly with its associated equipment.
- **Furnishings:** Tables, chairs, curtains etc. where possible are from a non-combustible material and comply with Fire Regulations. The stage curtains are fire proofed to the standard applicable at the time of purchase
- **Waste Bins:** Are emptied each time the kitchen is cleaned and the bagged contents placed in the exterior bins.
- **Exterior Lighting:** At the front porch and on the north elevation is PIR activated to deter potential intruders. They are checked regularly.
- **User Responsibilities:** All Users are made aware of their responsibilities under the Premises Licence and the Booking Form.
- **User Fire Risk Assessment:** All regular User Groups are advised that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a User Group not carrying out its own Fire Risk Assessment.