



CRANLEIGH PARISH COUNCIL

IMPORTANT FIRE SAFETY FORM TO BE COMPLETED BEFORE YOUR EVENT

CRANLEIGH VILLAGE HALL FIRE EMERGENCY PLAN FOR HIRERS

Hirers are the temporary responsible person under the Regulatory Reform (Fire Safety) Order 2005

The Parish Council has a legal duty to inform you, as the responsible person for the event/function etc during the hire of the Village Hall, that you have legal duties with regard to the safety of those persons assisting or attending the event.

Fire Protection Systems	The Village Hall has an automatic fire detection system with smoke heads located around the building. On alarm, you will hear the sounder. The fire brigade will automatically be called.
In the Event of Fire	• Please instruct your attendees to make their way immediately to the assembly point as indicated on the Fire Instruction Notice on the Wall. • Take this form with you, and count the number of attendees at the assembly point. • Notify the Council and Fire Service if you are missing any attendees.

Please complete below to confirm acceptance of this hire condition:

Name	
Signed	
Company/Organisation	
Date	

**The use of naked flames including candles is strictly prohibited.
It is against the law to smoke in the premises.**