

Main Hirer:

Function:

Committee contact:

**HIRER'S RESPONSIBILITIES**

*[Any problems during the event, please call on:*

**On arrival, the hirer must:**

\*\* Make themselves and those present familiar with the Assembly Point, the Fire Alarms, and the evacuation procedure in the event of fire or other emergency.

\*\* Make sure marked 'escape routes' are not obstructed by tables/chairs etc. and that fire escape doors remain closed except in emergency.

**During the event, the hirer:**

\*\* Must **be present on site** for the whole of the function.

\*\* Is required to take charge in the unlikely event of an emergency (see guide).

\*\* Is responsible for the behaviour of all persons attending the event.

\*\* Is responsible for the supervision/security, the fabric, and the contents of the hired rooms and the prevention of damage.

\*\* Must ensure, in the interests of safety, that children remain within the areas hired and are supervised by an adult.

\*\* Must ensure that **NO ALCOHOL** is:

- a. **sold to, bought for, or provided to** (1) anyone at the event under 18 years old, or (2) anyone who appears to be drunk.
- b. brought in without prior agreement and the payment of corkage.
- c. taken or consumed outside

\*\* Must ensure that no pins, glues, adhesive tape or other fixing materials (Blu Tac / White Tac, etc.) are used anywhere. Damage will incur a repair charge.

\*\* Must ensure that Food Safety Regulations are strictly observed if any food is served/provided as part of the function/event.

\*\* Must ensure that all electrical equipment brought in is safety certified (PAT).

\*\* Be Health & Safety conscious, clearing up spills and taking care with ladders.

\*\* Must encourage everyone to be quiet outside if leaving after 11pm

\*\* Must encourage all smokers to use the designated area outside.

**At the end of the event, the Hirer must ensure that:**

(1) All rubbish (and nappies in the toilets) have been removed from the building.

(2) The building and surrounds are left clean and tidy. **[Please check the toilet areas carefully, especially when children have been present.]**

(3) All tables and chairs stored correctly.

(4) All lights are switched off and windows/doors locked prior to leaving.

Please write any comments on the back. Please return this sheet with any keys to the Committee Member or place in the office letterbox in the alley on the right side of the building.