

## Document Control

Adopted date: March 2026

Next review date: March 2027

# CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL

## FIRE SAFETY INFORMATION SHEET FOR VILLAGE HALL

*(To be read by all Hirers)*

The Hirer is responsible for ensuring that all persons attending the event are aware of fire safety arrangements and emergency procedures.

### 1. Maximum Capacity

The maximum permitted capacity of the village hall is **60 persons**. This number must not be exceeded.

### 2. Fire Exits

- All marked fire exits must remain clear and unobstructed at all times.
- Fire doors must not be wedged open.
- Escape routes must be kept free from furniture, equipment, or decorations.

### 3. In the Event of Fire

If you discover a fire:

1. Raise the alarm immediately (operate the nearest call point if fitted).
2. Call the Fire and Rescue Service by dialling **999**.
3. Evacuate the building immediately.
4. Do not attempt to tackle the fire unless it is safe to do so.

The Fire and Rescue Service for this area is provided by the relevant County Fire & Rescue Authority.

### 4. Assembly Point

All persons must assemble at: Green grassed area opposite village hall beside the junction of Church Close/Arminghall Lane.

The Hirer must:

- Check that all areas are vacated.
- Not allow anyone to re-enter the building until authorised by the Fire Service.

## 5. Firefighting Equipment

The Hall is equipped with appropriate fire extinguishers.

- These are provided for emergency use only.
- They must not be tampered with or discharged without good cause.
- Any use must be reported immediately to the Parish Council.

## 6. Electrical Safety

The Hirer shall:

- Not overload electrical sockets.
- Only use safe and suitable electrical equipment.
- Ensure cables do not create trip hazards.
- Not use portable heaters unless authorised.

## 7. Decorations and Candles

- No naked flames are permitted unless expressly authorised in writing.
- Candles must not be used unless enclosed in proper holders and agreed in advance.
- Decorations must not be fixed near light fittings or heaters.
- Highly flammable materials must not be used.

## 8. Smoking and Vaping

Smoking and vaping are strictly prohibited inside the building.

## 9. Hirer Responsibility

The Hirer confirms that they:

- Have read and understood this Fire Safety Information Sheet.
- Will inform guests of the emergency exit routes and assembly point.
- Accept responsibility for ensuring safe evacuation in the event of an emergency.

## Declaration

I confirm that I have read and understood the Fire Safety Information Sheet and agree to comply with its requirements.

Name (Hirer): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_