

*Burton in Lonsdale Village Hall*  
*Registered Charity 505943*  
<http://www.burton-in-lonsdale.net/VillageHall/>  
**User Booking Guidelines**

**Setting Up:** Setting up time must be booked and paid for, including the night before if that is required.

**User Booking Responsibility**

**Please follow these simple housekeeping guidelines:**

- **Follow Fire Safety Responsibility--Page 2 below!**
- **Smoking is Prohibited:** Sand bucket for extinguishing!
- **Heating:** Balanced system needs no alteration of thermostats. See notice for heat boost.
- **Alcohol:** A licence is required for sale and consumption of alcohol-and the prior approval of the Committee is also necessary. At private functions alcohol may be provided by the hirer eg. for special functions or dinners.
- **Safety:** Any drapes used must have been fireproofed and a relevant certificate obtained.
- **Posters:** Should not be attached to the walls at all. Please use bluetack if posters are placed on doors, remove after use. Do not use sellotape or drawing pins.
- **Tidy:** Crockery and cutlery wash and return to the cupboards. Sweep floors---do not wet wooden floor.
- **Green Bin:** Rubbish
- **Blue Bin:** Glass, cans
- **Blue Bag:** Paper, card.

Past experience has led us to provide these guidelines. The vast majority of users leave our building ready for further use, sadly a few have not. We have no caretaker – our building is cleaned by volunteers from the Committee.

**Burton in Lonsdale Village Hall**  
**Registered Charity 505943**

<http://www.burton-in-lonsdale.net/VillageHall/>

**BURTON IN LONSDALE VILLAGE HALL FIRE SAFETY**  
**RESPONSIBILITIES FOR USERS OF THE PREMESIS**

**As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.**

**Before the event or function you should be aware of:**

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- specific arrangements, if necessary, for high fire-risk areas;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any chains and padlocks which need removing from fire exits, etc.;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

**Before the event or function you should decide:**

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of

people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;

- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

**At the start of the event or function you should**

**notify all those present about:**

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of muster points; and
- what will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled.

# *Burton in Lonsdale Village Hall*

*Registered Charity 505943*

Secretaries: Frances Dodson 015242 63097 and Ruth Gill 015242 62014

## **Hire Rates for Village Hall**

**Village Organizations £6 per hour**

**Individuals/other bookings £7 per hour**

**(Preparation time to be included)**

**Please make cheques payable to:**

*Burton in Lonsdale Village Hall*

**You can check availability on our website:**

<http://www.burton-in-lonsdale.net/VillageHall/>

**Bookings by Telephone:**

**Jean Thornber 015242 63033**

**Kit Dodson 015242 63097**

**Email [ctdodson@manchester.ac.uk](mailto:ctdodson@manchester.ac.uk)**

**Cancellation Policy:**

If you cancel a booking without 24 hours notice you will be charged 50% of the rental fee for that booking.

**Guidelines and Fire Safety Requirements:**

<http://www.burton-in-lonsdale.net/VillageHall/Guidelines&FireSafety.pdf>