

CORRIE & SANNOX VILLAGE HALL HIRE CONDITIONS FOR LARGER EVENTS/FESTIVALS

In order to comply with present Health and safety requirements, larger events and events where alcohol is consumed are required to ensure they have completed this form with details of Stewards, Fire Wardens and First Aiders who will be available throughout the duration of the Event. **Please return it to the booking secretary 7 days prior to the event start date.**

EVENT DETAILS

DATE

NAME OF ORGANISER

STEWARDS

One Steward is required for every thirty people attending and in the case of events lasting more than 24 hours or with camping in the field. Stewards should be available through out the night. Please note that all camping should be contained within the Hall Field or at designated Camping locations. The fenced off area in the Play park can also be used for extra tents. No Camping should be on the Village Green or near the Children's Play Area. There is limited parking around the Hall, Motor Home owners should contact the organiser prior to arrival so that where possible parking can be provided. Please note that larger events where large numbers are camping in the field over night, may be required to supply portable toilets to provide facilities for campers. The Hall will be locked at the end of the event and the only toilet available will be the Disabled toilet at the front of the building.

	Name of Steward	Day/Date	Times of Duty
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

FIRE WARDEN

The Fire Wardens will be required to be aware of all Fire Regulations relating to the Hall. They should ensure they are familiar with all Fire Exits and the procedure to safely evacuate the building in the Event of a Fire. They should also familiarise themselves with the Fire Safety information, stored in the Fire Logbook.

	Name of Fire Warden	Day/Date	Time of Duty
1			
2			
3			
4			
5			
6			

FIRST AIDER

There is a First Aid box available in the Kitchen area which is regularly updated and contains Basic First Aid equipment. All Accidents should be reported in the Incident Log Book and the Booking Secretary should be informed of any accidents or incidents A Defibrillator is situated on the exterior wall at the Front of the Hall.

	Name of First Aider	Day/Date	Time of Duty
1			
2			
3			
4			
5			
6			

Stewards, Fire Wardens and First Aiders should be nominated for increments of up to twelve hours.

Signature of Organiser

Date