

# Naseby Village Hall

*Recreation Ground Management Committee*



c/o 17 Newlands • Naseby • Northants • NN6 6DQ • [www.nasebyvillagehall.org](http://www.nasebyvillagehall.org) • Bookings: 0844 5041905

## Hirer's Checklist

### Before the event

1. Check that all emergency exit signs are illuminated
2. Check that all fire exits are unlocked, free of obstruction and can be safely used.
3. Check that no fire doors are wedged open or blocked
4. Allow time to tell guests what to do in the event of a fire or an accident.
5. For most events a Supervisor/Fire Marshal should be nominated to take responsibility for evacuation of the Premises, and particularly to look after children and the disabled.
6. Decide on Fire Assembly points – use the car park or the field.
7. Obtain and display a TENS licence, if applicable.

### After the event

8. Put away/stack any chairs and tables or other hired equipment safely.
9. Make sure the hall, upstairs meeting room, kitchen and all toilets are left clean and tidy.
10. Make sure all heating and kitchen appliances/cookers are switched off and cookers/ovens are left clean.
11. Place all rubbish/food waste in the outside bins, or take it away, if the bins are full.
12. Turn all thermostats down to 16°C.
13. Turn off all of the internal lights and external footpath/car park lights and close the curtains.
14. Lock ALL the doors - both kitchen doors, main hall, door to rear corridor, upstairs room and all emergency exits.
15. Return the keys and report any accidents, damage or defects to the Bookings Clerk.