

Information For All Hirers of the Coronation Hall Dale

- If this is the 1st time you have hired the Hall a Committee Member will meet you at the start of your hire period to familiarise you with the Hall and any equipment you wish to use.
- NB - You have signed that you have read the Terms and Conditions of Hire. These are available on the website.
- The Hirer **MUST** take notice of the documents on the Coronation Hall page of the Dale Village website relating to Conditions of Hire, Fire Safety, Verification of Age, Safeguarding and Equal Opportunities.
- Please also **read Fire Safety Information** overleaf.
- Please respect the **parking restrictions** in Dale. By all means drive to the front of the Hall to unload but then move your car to the Car Park.
- If there is a **strong Northerly or Easterly wind** use the door on the West (side) of the front lobby NOT the door at the North (front) of the lobby.
- We hope you find the Hall acceptably clean and tidy when you enter it.
- **Keep both external doors** (i.e. one of the doors at the front and the door round the side of the building to the west of the kitchen) **unlocked** if you are using the Main Hall for a large number of people eg DADS performance and the side external door unlocked if you are using the Jubilee Suite.
- Unlock any internal doors into and out of rooms that you are using. Using wedges to keep fire doors open is done at your own risk. All wedges must be removed and doors closed on leaving the building.
- The corridor from the rear, right of the Main Hall round the side of the kitchen is a **FIRE ESCAPE CORRIDOR** and must be kept clear at all times. All doors leading onto this corridor must be kept closed whenever either hall is in use.
- Please do NOT drag furniture or equipment over the floor.
- **Chairs** are stacked on trolleys and can be found through the door to the left of the stage. Please return all **chairs** to the same place where you found them. The new ones should be stacked on the trolleys – 25 per trolley. Old plastic chairs for outside use can be found in the storage area with a trolley to move them. Please return to same area with **BACKS** facing outwards.
- **Tables** are stored under the stage.
- The on/off switches for the heaters in the Hall are below them. The settings can be adjusted using remote controls found in the corner wall cupboard in kitchen near Main Hall entrance and in the Electricity Cupboard in Jubilee Suite. NB turn off heaters when you leave and return remote controls to cupboards.
- **WiFi** is available. The passcode can be found in the same kitchen cupboard.
- There is a **land-line telephone** in a box in the corridor - **TO BE USED IN EMERGENCIES ONLY**.
- We have an itemised bill and will charge hirers for any use during their hire period.
- **READ and FOLLOW** the instructions posted on the walls when you use any of the equipment in the kitchen.
- Please return any crockery and cutlery that you have used to exactly the same place as you found it.
- Please leave the Hall clean and tidy. Sweep the floor and clear any mess that you have made in the kitchen and the toilets. Cleaning equipment can be found in the cupboard facing the door into the Jubilee Suite.
- **Rubbish** – Small amounts of recyclable and ordinary rubbish may be put in the bins in kitchen. **If you have accumulated large amounts of rubbish please take it away with you.**
- You must vacate the Hall at the end of your hiring period leaving it as you have found it and return the key to the Booking Secretary.

If you experience any problems whilst hiring the Hall one of the members of the Committee whose details are listed below should be able to assist. Rosemary Mecklenburgh on 01646 636463 or rosemary.meck@gmail.com or Wendy Kehoe on 01646 636721 or wendy.kehoe@yahoo.co.uk

CORONATION HALL FIRE SAFETY INFORMATION

Under current fire safety regulations the responsibility for fire safety in law now rests with the “Responsible Person”, which is defined as “the person who has control of the premises” or “the owner”. The Coronation Hall Management Committee is the “Responsible Person” in overall terms, and has carried out a Fire Risk Assessment and regularly tests the system as required by the Regulations.

However, as hirer you are also temporarily the “Responsible Person” for fire safety and have certain responsibilities in law. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

1. **Make sure you are familiar with the layout of the Hall and where the emergency exits and call points are. If audience is more than 50 seats must be clipped together.**
2. **If you bring portable electric equipment into the Hall it is your responsibility to make sure it is safe. If you are using displays that are made of flammable material make VERY SURE that ALL Fire Exits are easily accessible.**
3. **Carry out the following checks at the start of your hire:**
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions?
 - Are escape routes clear both inside and outside the building?
 - Is the alarm system indicator panel showing “normal”?
 - Are emergency lights and exit signs in good condition and undamaged? Are they working correctly (there should be a little green light showing on each one)?
 - Are all fire extinguishers in place and clearly visible?
4. Keep all doors marked “Fire Door” **closed but NOT locked**. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of fire and allowing safe passage out of the building.
5. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
6. Inform people using the Hall what to do in the event of a fire and where the emergency exits are.
7. **In the event of a fire, or on hearing the alarm:**
 - Evacuate the building. If you have elderly, disabled or children they may need special attention. Both front doors provide safe and easy routes from the building.
 - Call 999 - the nearest public phone is behind the Hall towards the Public Toilets.
 - Assemble everyone on the green opposite the Hall and make sure you can account for everyone who was in the Hall.
 - Make sure there is one person to meet the fire service and report the situation to them.
 - **Do not attempt to fight the fire unless it is small and you know what you are doing.** At all times ensure the person fighting the fire is between the fire and an escape route - do not get into the position where the fire is between you and the means of escape.

Note that the fire alarm can be set off not only by someone pressing a manual call point in the Hall but also by any of the automatic smoke and heat detectors in the building. There will be both an audible alarm and flashing red lights.

On completion of your hire check for smouldering fires, that all appliances are turned off, that all internal doors are closed and that all windows and external doors are secured.