

Greyladyes Arts Foundation

# [Type the document title]

Includes T&C's, Centre Checklist, Emergency Contacts & Fire Procedure

# Hall Hire Booklet

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## **Emergency contacts:**

Trevor Clarke – GAF Trustee 02380 406461

Susan Osmond – GAF Trustee 02380 404649

Hirers Checklist

Date of hire.....

	On arrival keyholder	Before departure
1. Wipe tables and chairs if needed		
2. Put away table and chairs		
3. Leave the entire hall clean and tidy		
4. Wash and put away all kitchen equipment used, clean work surfaces		
5. Check taps in kitchen turned off		
6. Toilets are tidy		
7. Check taps in toilet turned off		
8. Turn other electrical items off		
9. Turn off hot water boiler		
10. Ready to leave hall at departure time on application form		
11. Take rubbish home with you		

Please note: Cleaning materials are kept in the cupboards in sink area

**For office use**

key holder checks

1. Time overrun by.....	
2. Main door and confessional doors are locked	
3. Turn off all lights	
4. Lock main door & gate	

## **IF YOU DISCOVER A FIRE**

- 1 Raise the alarm—by Shouting **FIRE.FIRE. FIRE**. Repeatedly.  
Inform the person in charge
- 2 Attack the fire, if possible with the fire extinguishers provided, but without taking personal risk and ALWAYS ensuring a clear escape route is available at all times.
- 3 Ensure the exit doors are open. Close any other Doors or windows if possible
- 4 If a fire is confirmed. Call the Fire Brigade  
Telephone 999.  
The address is  
  
GAF Centre  
School Road,  
Old Bursledon.  
S031 8BX
- 5 Leave the building and go to the Grass Triangle at the junction of School Rd and High St.  
Report to the person in charge of the assembly  
Perform a roll.
- 6 The person in charge will take charge of any evacuation and ensure that no one is left in the building.
- 7 Senior person is to liaise with attending fire officer

USE THE NEAREST EXIT  
DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT RE - ENTER THE BUILDING UNLESS AUTHORISED BY  
THE FIRE OFFICER OR PERSON IN CHARGE.

**GAF Centre - Terms and Conditions of Hire**

See separate document