NORTH PETHERTON COMMUNITY CENTRE MANAGEMENT COMMITTEE
CHARITY NUMBER: 291048

ADDITIONAL INFORMATION FOR HIRERS

It is important that you read and understand this information before your booking commences so that you know what to do in the event of an emergency and what to do at the end of your function.

Opening closing the Community Centre

1. Hirers with regular bookings for the Community Centre will be given their own recurring passcode to access the building via the Main Hall Side Door.
2. Hirers booking the hall for a ‘one off’ event will be given a one off access code for the time period of their booking.
3. Hirers are responsible for ensuring the Community Centre is completely secure when they leave and that main door is locked from the inside.
4. Where outside caterers, other contractors or bar staff is employed they are to be made aware of the time they can gain access and the time, by which, they must vacate the building.

General Safety

1. The Community Centre has a No Smoking Policy.
2. In the event of a fire, the Community Centre should be evacuated in an orderly manner using the appropriate emergency exits and the Fire and Rescue Service called by telephoning 999 or in the event of no mobile signal, 112. There is no public telephone in the hall. (See additional notes in the Fire Safety paragraph below).
3. Please use the trolleys provided for moving and storing tables and chairs to avoid injury. Please stack tables and chairs in the manner shown in the storage area.
4. The Community Centre Health and Safety File is kept in the Management Committee store cupboard in the Committee Room.
5. There is a first aid kit and accident book situated in the kitchen.

Fire Safety

1. The hirer is responsible for familiarising themselves with the Fire Risk Assessment for the hall (see the Community Centre website) and for fire safety for the duration of any hire. Before admission of the public hirers must:

a) Familiarise themselves with the Fire Notice (what to do in case of a fire) in each room/area.
b) Familiarise themselves with the location of the fire panel and the instructions and diagrams adjacent to it.
c) Ensure all escape routes are free from obstruction and are accessible.
d) Firefighting equipment is in its correct place, unobstructed and ready for use.
e) Exit signs are illuminated.
f) There is no obvious fire hazard in or near the building.
i) Whenever possible, give a fire safety briefing to those using the hall before any activity begins.

Fire Alarm Panel

1. The panel is situated at the main entrance door to the hall. It will be activated either by:
   a) The operation of an emergency call point
   b) The activation of a smoke /heat detector

2. The fire alarm is not connected to the Fire and Rescue Service. In the event of a real fire being discovered: a). The fire alarm, if not already sounding should be activated by operating one of the ‘break-glass emergency call point’ units situated in and around the hall (see diagram at the hall entrance), or by shouting ‘**FIRE FIRE’**
b). A quick attempt may be made to put out the fire using one of the fire extinguishers situated around the hall. **Do not put yourself at risk by using more than one fire extinguisher.**
c). At the same time, the building must be evacuated as quickly and as safely as possible using the fire exits. People should go to the assembly area in the car park, and someone should be nominated to dial 999 (112 if there is no mobile signal) for the Fire and Rescue Service.
d). The location of the hall is Fore Street, North Petherton, TA6 6QA.

No-one should re-enter the building until a Fire Officer has given all clear

3. Should the fire alarm be activated accidentally; it can be reset by the Competent Person named below

Note: If a break-glass unit has been activated and the glass has been broken, it must be replaced before the fire panel can be reset. This procedure can only be completed after the glass has been replaced by the Competent Person named below.

Electricity and Lighting

Should the mains power fail; emergency lighting will automatically cut in. This will illuminate all public areas to allow an orderly evacuation of the building in an emergency. To reinstate the electric please contact the Competent Person named below.

Heating

The heating in the Community Centre is controlled by the heating controller on the wall of the main hall to the right hand side of the kitchen door. The heating can be turned on or off by the is panel for timed periods.

Car Parking

1. The Community Centre car park is divided into parking bays and will accommodate several cars.
2. Car owners should park within the bays and be considerate of pedestrians.
3. Cars may not park on the car park entrance road at the side of the Community Centre.
4. Cars are parked at owners risk.

Wi-Fi

Wi-Fi is available throughout the building. Logon details are displayed in the notice board in the lobby. Please see the Standard Conditions of Hire for more information about the Wi-Fi system.

Cleanliness

Hirers are expected to leave the hall in a clean and tidy condition. All floors are to be either swept. You are not expected to mop floors except when there has been a spillage. There is cleaning equipment available in the cupboard in the kitchen including a mop and bucket and a V Sweeper in the Chair Store.

Decorations

Whilst the committee allow the hall to be decorated for events and parties, please ensure that all decorations used are fire retardant and to be only attached to the picture rail and not the walls of the building or honour boards. Please only use masking tape or drawing pins to adhere decorations – no cellotape or blue tack to be used.

No equipment or scenery/ back drops shall block the fire exits or be placed in such a way as to be hazardous to the public.

Furniture

Tables should be wiped down and tables and chairs returned to their appropriate storage area and stacked as per the diagrams displayed.

Waste Disposal

The Community Centre does not have a commercial waste collection but does have recycling bin collection. A limited number of bins with black sack liners are for use by regular hirers but all one-off hirers to bring their own supplies. It is the responsibility of the hirer to remove from site, any waste resulting from their hire.

End of Function Checks

1. Before leaving the building, the hirer is responsible for ensuring that:
    a) Cooking range and oven are turned off at the isolator switch.
    b) The dishwasher is drained and turned off at the isolator switch.
    c) All other electrical appliances are turned off and unplugged apart from fridge & freezer in main kitchen.
    d) There is no sign of a fire or any threat that could cause a fire after your departure.
    e) All items of furniture are returned to their correct storage area and are safely stacked/stored as per the instructions displayed there.
    f) All windows are closed and secured.
    g) All lights are turned off. (except for those sensors controlled in the lobby & toilets).
    h) All external doors are secured.
    i) All waste is removed from site.

Emergency Telephone Numbers:

Ronnie Hetherington – Caretaker – 07926 604262. (Competent Person)
Jenny Manners – Booking Secretary – 07818 130235