



Fire, Health and Safety Terms and Conditions – Conference Facility

(1) Exceeding the maximum number of persons for each area is strictly prohibited. The maximum capacity for each room is listed as follows:

- Wellington Room - Maximum 65
- Anson Room - Maximum 10

Note: All numbers include for staff, delegates, contractors and entertainers.

(2) Any electrical equipment used within the rooms by clients must have proof of Portable Appliance Testing (PAT) in the last 12 months, and be used in a safe and appropriate manner.

(3) No naked lights, candles, flammable liquids or gases, cleaning solutions or portable heaters are permitted.

(4) The use of Smoke machines or Haze machines is not permitted.

(5) The Client will be responsible for the call-out charge if the fire brigade attends and alarm call caused by the use of any prohibited items.

(6) Risk Assessments are to be in place for each booking. If you have hired entertainers etc., they will also be required to have appropriate risk assessment in place prior to using any room.

(7) The Company do not hold themselves responsible in any circumstance for loss, damage, theft, or accident/injury within the building beyond their legal responsibility as a Company hiring the facilities.

(8) Please note that no special provision is made for persons with impaired mobility, other than entrance to the facility.

(9) The Client shall read and adhere to the Emergency Fire Plan for Hirers and Temporary Responsible Persons – Conference Facility attached to these Terms and Conditions.

By signing this agreement you are confirming that you will abide by the terms and conditions as laid out, and that you have read and fully understood the accompanying Emergency Fire Plan for Hirers and Temporary Responsible Persons – Conference Facility.

For or on behalf of the Client

Signed: Date:

Name: Position:

Attachment:

Emergency Fire Plan for Hirers and Temporary Responsible Persons – Conference Facility

As the responsible person for the event you have a legal duty with regard to the safety of those persons assisting or attending the event.

1. Before the event you should be aware of:

- what fire protection systems are present
- how fire will be detected
- how people will be warned if there is a fire
- what you should do if a fire is discovered
- how to evacuate the premises
- where people should assemble after they have left the premises and procedures for checking whether they have left
- identification of escape routes and exits
- arrangements for fighting the fire
- how the fire and rescue service and any other necessary services will be called
- procedures for meeting the fire and rescue service on arrival
- checking that all escape routes are clear of obstructions and combustibles

2. Before the event you should decide:

- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- arrangements for the safe evacuation of people identified as being especially at risk, such as the disabled and children
- who will be responsible for calling the fire and rescue service
- your plans to deal with people who have left the building, especially children

3. At the start of the event you should notify those present about:

- the smoking policy
- the emergency warning signal
- who is supervising and how to identify them
- location of exits
- take only valuables immediately to hand but not to go to collect belongings
- location of the assembly point
- what will happen after that (re-entry to the building)

4. During the event you should ensure that:

- escape routes do not become blocked
- the smoking policy is adhered to
- no naked flames are started (unless candles have been authorised by the Company)
- where naked flames are present that combustible material is kept clear
- rooms do not become overcrowded