

**WEOBLEY VILLAGE HALL (HOPELANDS)
HALL HIRERS' APPOINTMENT OF STEWARDS AND THEIR RESPONSIBILITIES**

On (insert date) I was briefed by
(insert name) on the Village Hall's rules regarding the appointment of Stewards; the role of Stewards; and the procedures to be adopted in the event of fire.

I accept that when I hire the Hall I need to appoint one Steward if I hire the Committee Room; one Steward if I hire the Lounge; and three Stewards if I hire the main hall (Hackley Hall).

I accept that it is my responsibility to brief the Stewards (which may include me) on their responsibilities as outlined below:

The Stewards are responsible for public safety. Every Steward should know where the two emergency exits are located; where the four fire alarms are located; where the six fire extinguishers and two fire blankets are located; and where the first aid kit is located. It is also the Stewards' responsibility to enforce the Hall's 'No Smoking' policy. In the event of a fire the Stewards' tasks are as follows in order of priority:

1. To sound one of the four fire alarms (located in the kitchen, the entrance hall by the front door, and by the emergency exits in the Lounge and Main Hall)
2. To evacuate the building as quickly as possible through the nearest exit and request that everyone should wait at the Fire Assembly point which is directly opposite the entrance to the Village Hall Car Park.
3. To phone 999 and summon the Fire Brigade (there is no public phone in Weobley so use a mobile)
4. Before leaving the Village Hall check the toilets and other rooms to make sure there is no-one left in the building.
5. To tackle the fire only if they feel competent to do so.

I accept that I must ensure that the Stewards sign and complete the Stewards' Log (located in the Committee Room) whenever I hire the Hall.

I have been shown where the emergency exits, the fire alarms, the fire extinguishers, the fire blankets, Fire Assembly point and First Aid kit are. In turn, I will ensure the Stewards I nominate know where these areas/items are and I acknowledge that I have been given a copy of this form to enable me to brief the Stewards I nominate.

Lastly, I have been shown the Accident Book, which I undertake to complete should an accident occur whilst I am hiring the hall.

NAME (BLOCK CAPITALS)

SIGNATURE