Event Hirer Fire Safety Checklist

Event Name: _____

Event Date: _____

Lead Hirer / Organiser Name: _____

Maximum Permitted Occupancy: **200 people seated/150 people otherwise** (including stallholders and helpers)
Fire Assembly Point: **Directly opposite the Main Entrance on the Cheshire Street car park**
Under the Regulatory Reform (Fire Safety) Order 2005, **you are the Responsible Person** in control of the premises during your hire period. Please complete the checks below and sign the declaration before admitting the public and return the completed and signed form to Lorna Matthews by no later than 24 hours after the event.

1. Before the Event Starts

• [ ] Unlock All Exits: Ensure all external fire exit doors are unlocked and any security bolts, chains, or padlocks are removed. (External Fire Exit Doors are shown in the plans below)
• [ ] Test Fire Exit Openers: Check that all fire exit push bars and thumb-turns open easily from the inside without a key.
• [ ] Check Escape Routes: Confirm all corridors, doorways, and external exit paths leading directly to the fire exits are completely clear of tables, boxes, rubbish, and parked vehicles.
• [ ] Locate Safety Equipment: Identify the locations of all fire alarm call points, fire extinguishers, and the kitchen fire blanket. Ensure nothing is blocking them. (The location of Fire Extinguishers is shown in the plan below)
• [ ] Stall & Seating Layout: Ensure craft stalls, chairs, and displays leave clear gangways (at least 1.2 metres wide) leading directly to all fire exits.
• [ ] Electrical & Flame Check: Confirm no naked flames (lit candles, burners, portable gas heaters) are in use. Check that electrical cables are safely routed, not overloaded, and taped down to prevent trips.
• [ ] Brief Stallholders & Helpers: Inform all stallholders, volunteers, and catering staff of the fire exit locations, how to raise the alarm, and the location of the assembly point.

2. During the Event

• [ ] Monitor Capacity: Keep track of visitor numbers so the building never exceeds the maximum limit of 150 people/200 people seated.
• [ ] Keep Fire Doors Shut: Never wedge or prop open internal fire doors (such as kitchen or lobby doors).
• [ ] Supervise Kitchen & Vulnerable Guests: Keep children out of the kitchen area and ensure a clear plan is in place to assist anyone with mobility needs during an evacuation.

3. In the Event of a Fire

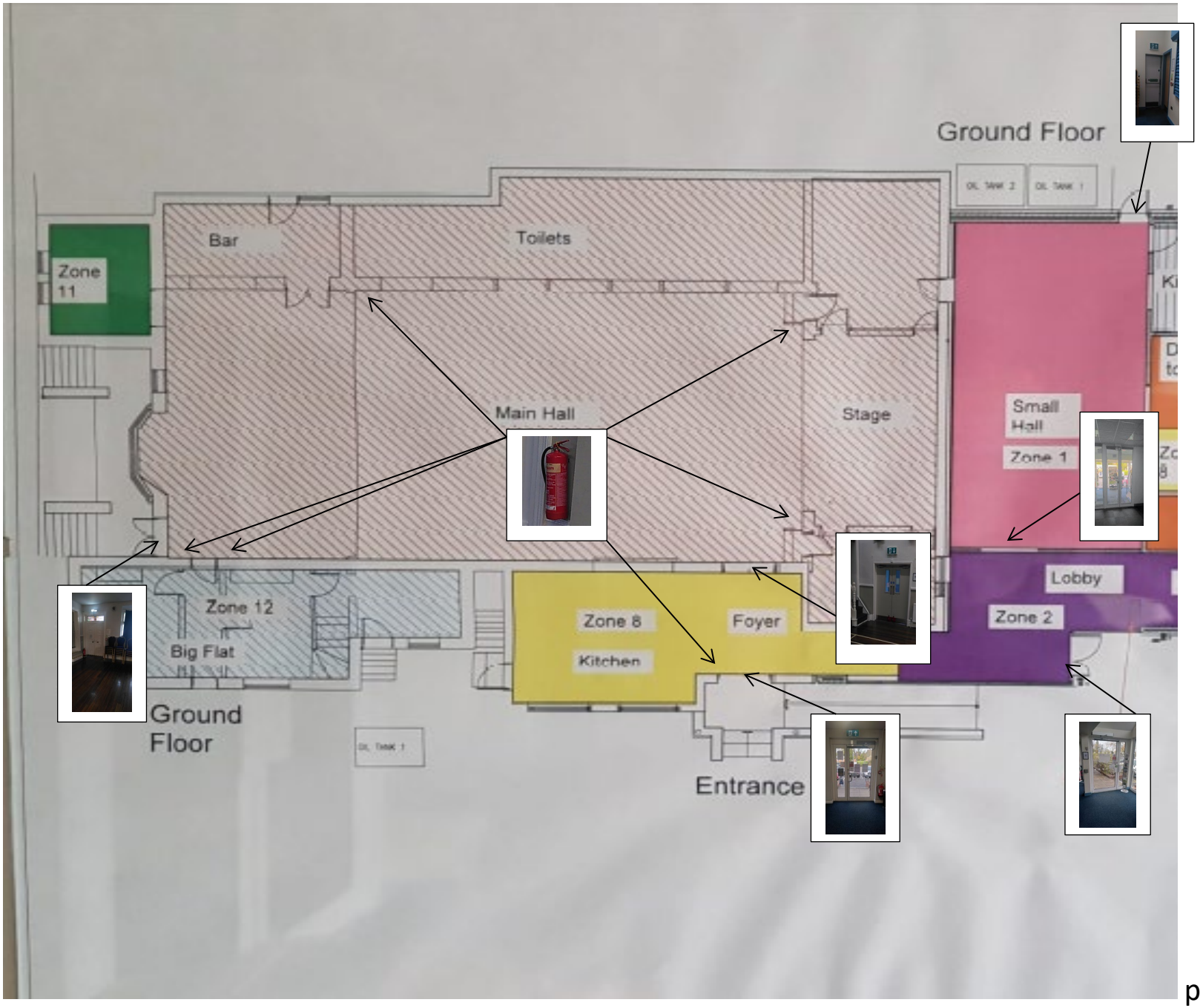
1. **Raise the Alarm**: Operate the nearest red fire alarm call point (or shout "FIRE" if no alarm is fitted).
2. **Evacuate Immediately**: Direct everyone out through the nearest safe exit. Do not stop to collect personal belongings or stock.
3. **Call 999**: Once safely outside, call 999 and ask for the Fire Service. Give the hall address: Audlem Public Hall, 12 Cheshire Street, Audlem, CW3 0AH
4. **Assemble & Report**: Gather everyone at the Assembly Point on the Cheshire Street Carpark. Meet the Fire Brigade on arrival and report if anyone is missing. Do not re-enter the building until a Fire Officer says it is safe.

4. After the Event

• [ ] Final Sweep: Check all rooms, toilets, and the kitchen for smouldering items or appliances left switched on before locking up.

Hirer Declaration:
I confirm that I have read this checklist, briefed my team/stallholders, and completed all pre-event safety checks.

Signed: _____ Date: _____



PLAN OF TOWN HALL, FOYERS AND SMALL HALL

SHOWING FIRE EXITS AND LOCATION OF FIRE EXTINGUISHERS

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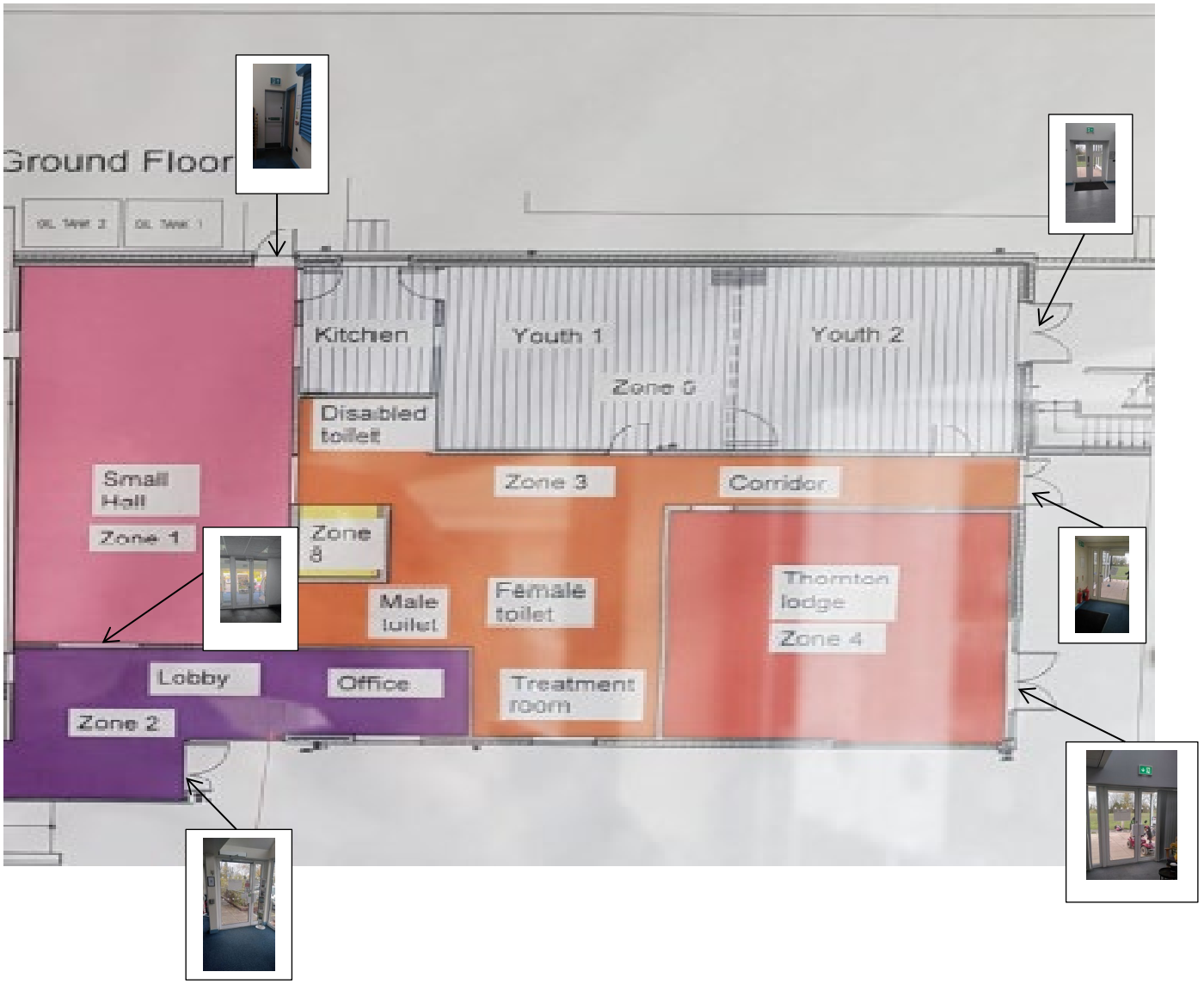

PLAN OF ANNEXE

SHOWING

FIRE EXITS