

## **Fire Regulations**

- In line with current legislation NO smoking is permitted anywhere inside Weston Village Hall; additionally we kindly request that no smoking takes place on the external grounds or in the car park adjoining the hall.

(The Green opposite hall, is the nearest designated place).

- Hirer or designated person/s to familiarise themselves with the exit fire doors, and the location of fire extinguishers and relevant equipment. If you have a large group of people, then designated fire marshals should also be made aware of this. There should be one fire marshal designated to groups of 15 people. Fire marshals are responsible for the initial safe evacuation of the building.
- Ensure during your event all exits/fire doors are not blocked.

### **In case of a fire:**

- Call 999 for the emergency services.
- All persons to evacuate the premises immediately and assemble on The Green across the road opposite the Hall.
- Do not re-enter the Village Hall under any circumstances until the building is made safe by the fire service.
- Ensure all members of your party are accounted for. The organiser (if possible), conduct a head count for those attending the event.
- Contact the booking secretary to report the incident.