



Pitstone Memorial Hall

Registered charity no. 300318

Vicarage Road, Pitstone, Beds, LU7 9EY

Fire Policy for Hirers

In the event of a Fire all persons should be required to leave the premises immediately by the nearest and safest designated Fire Exit and assemble at the designated assembly points. These are detailed in the Conditions of Hire, are available in the Red Folder in the lobby and displayed on laminated cards on the notice boards.

As part of the new statutory Fire Regulations, The Responsible Person (The person hiring the facility) should familiarise themselves with all Fire Exits and the evacuation points prior to the commencement of any activity or Function. The Responsible Person has the responsibility of ensuring that all persons on the Premises under the conditions of the hire agreement (who they are responsible for) are fully briefed to where the Fire Exits are and to the location of the Fire Assembly points. Failure to comply could lead to Prosecution.

On the report or discovery of a fire the Fire Service should be contacted using 999 and the full address be given as:

Pitstone Memorial Hall
Vicarage Lane
Pitstone
Beds LU7 9EY

No person unless competent (trained) are expected to use portable Fire equipment to tackle any Fire.

Signed

Date