



# Hall Hire Information

September 2023

# Summary

**We can provisionally reserve a date for one week and require payment of the booking fee plus the damage deposit before confirming.**

**Please ensure that you read the full terms and conditions in this information pack before signing and returning the booking form and making payment.**

**Your booking period must include time for setting up and clearing away. If you are late leaving it may impact on another booking.**

**Failure to clean up after a booking may result in us keeping your damage deposit to pay for cleaning.**

**No smoking or vaping in the hall or in the garden. No barbecues in the garden. No alcohol at children's events.**

## Casual hire

1. Contact the Church Office to check availability.
2. Bookings can only be held for a week.
3. We can confirm a booking only after the hire charge and the damage deposit have been paid.
4. You will not be able to enter the hall before the time of the hire, so **remember to include in the booking period time to set up and clear away. You will need to have vacated the hall by the end of the hire period** as it may impact on another booking or delay the cleaners.
5. If you overrun by more than 15 minutes you are liable for an extra hour's rental. If the next booking is adversely affected, you may have to pay compensation.
6. You need to **leave the hall clean** (there are cleaning materials in the cupboard under the stairs) **otherwise you may lose your damage deposit to cover the cost of cleaning.**
7. If you use the outside garden, please note that the equipment is owned by the nursery school. They are happy for children to play with it but do take care of it. Any breakages will have to be paid for. Although the garden is gated, and the bolt is out of reach of small children, there must always be adult supervision.

- Smoking or vaping is not permitted in the hall, the garden or the surrounding church area.
- We will contact you in the week of the booking to arrange a time for you to collect a hall key.

## Facility Information

### 1. Church Office

a. The Church Office manages all hall bookings, and all booking forms and payments should be sent to the Parish Administrator, Nick Bagge.

#### Church Office

St James's Church

St James's Road

Hampton Hill

TW12 1DQ

020 8941 6003

[office@stjames-hamptonhill.org.uk](mailto:office@stjames-hamptonhill.org.uk)

The office is open Mon, Wed, Fri 9.30am-12.30pm; Tue, Thu 12.30-3.30pm

### 2. Hire period

The Fitz Wygram Church Hall is available for hire from 8am-11:30pm Monday to Saturday and 1-10.30pm on Sunday. During school terms there is a resident nursery school using the hall from 8am-1.30pm Monday to Friday. On Saturdays during term time a drama school uses the hall 8.45am-12.45pm. On Sundays the church uses the hall from 8am-12.30pm.

### 3. Keys

The hall is not staffed outside the office hours; Hirers are given a key for the main hall door, with instructions about opening other internal and external doors in advance of their booking.

The key would need to be collected from the Church Office prior to the booking on an agreed time and date in advance of the booking.

Hirers retain their keys for the duration of their booking and return them via the Church Office post box. Hirers are not able, nor permitted, to cut any key for the premises or lend their keys to any party other than those named in the booking details.

### 4. Loading/Unloading - Parking

There are six designated parking spaces outside the hall, access to which is through a gate on St James's Road. There are no restrictions to parking on the road, though we ask Hirers and those attending events to park considerately, never blocking driveways of residents. All vehicles must be removed from the car park at the end of the booking period.

For loading and unloading it may be easier to access the main hall through the gated outside play area. The hall door must first be opened internally. Ensure that someone remains in the building or that you retain the key as should this side door blow shut in the wind, for instance, you won't be able to get back in the building.

## Facility Information

- Dimensions** The main hall is 13m x 7.5m in size. You are welcome to view the building during office hours when not in use.
- Lighting System** The main hall has high-level ceiling lights and spotlights. There are numerous power points that Hirers can use if required.
- Window and Blinds** The main hall has high-level windows on the South, North and Eastern walls of the building. Temporary blackouts are possible for occasions such as *light parties*.

4. **Furniture** Child and adult-sized chairs are available. These are kept in the blue cupboard facing the kitchen hatch. Additional chairs may be found by the toilets or in the Upper Room. More chairs are kept in the garage, which can be made available with adequate notice. You need to inform the Church Office at the time of booking how many you will need as it will not be possible for you to access the garage. There is a selection of tables of varying sizes in the hall. These are kept around the hall and in a marked cupboard. Furniture is not to be removed from the venue.
5. **Sound Amplification** Professional disco equipment is not permitted. The hall is in a residential area, and undue noise and disturbance are not acceptable. **Music must be turned off by 11pm Mon-Sat, 10pm Sun.** The venue does not have any built-in sound system. A small mobile PA system may be available, at extra cost, upon request.

## General Information

1. **Heating** The hall's heating system is left switched on and has been set to maintain a steady 20-21°C (68-70°F). Please do not adjust the settings.
2. **Rubbish** Hirers are required to clear all rubbish from the hall before leaving. We ask all Hirers to bring bags with them. We encourage recycling, and there are several bins in the hall car park for this purpose. The large green waste bin is for non-recyclable rubbish. Failure to clear away could impact on the next booking, and we will charge an *additional fee* if our cleaning company has to do the work.
3. **Cleaning** **The Hirer shall at the expiration of the period of hire, leave the facility in a clean and tidy condition** and all rubbish must be placed into secure refuse/plastic bags and left in the bins outside the Church Hall (there is a large general waste bin, and individual bins for recycling paper and card, plastic, and metal cans, etc.) Floors should be swept and/or mopped as necessary, including, but not limited to, the main hall, kitchen, toilets, hall lobby, and Upper Room. Cleaning materials can be found in the cupboard under the stairs opposite the toilets. There are two mops, one marked for using in the toilets, the other for hall floors in the cupboard under the stairs. **Failure to comply may result in whole or partial loss of the deposit.**
4. **Internet Access** The venue is equipped with WiFi internet – details are on the notice board.
5. **Catering** There is a small kitchen available for Hirer's use. It has hot and cold running water. There are three kettles. Hirers may bring in their own equipment, such as tea urns, providing that they are properly maintained and have passed an up-to-date safety test. We can provide urns for an additional hire fee. Any external catering should be organised by the Hirer directly and supplied to and removed from the venue within the times of the booking.
6. **Storage** The church is not able to provide storage to casual Hirers. In some cases it may be possible to offer regular Hirers limited space in the hall garage, but this is not guaranteed. Any equipment shall be removed from the venue by the Hirer at the end of the agreed booking period. The Hirer agrees to pay the cost if the Church is required to remove or dispose of any equipment left by the Hirer at the Hall.
7. **Insurance** Hirers are required to provide their own insurance to cover any equipment and materials brought into the venue as part of the booking.
8. **Toilets** The hall has separate toilet facilities for males and females and one disabled toilet with baby changing facilities located in the disabled toilet.
9. **Outside Garden** There is a small, gated garden area, accessible through a door from the main hall. The equipment in this garden is owned by a nursery school that uses the hall during the week. They have kindly allowed it to be used by hirers, but any damage will have to be paid for. Please ensure it is left tidy and that you clear away any rubbish. A responsible adult must supervise all children under 18. Please do not allow children to climb on the equipment or misuse it. The gate into the car park has a high-placed bolt that can be opened, so please supervise whenever children are outside.
10. **Play equipment** behind the partitions belongs to the nursery school and may NOT be used.
11. **Activities requiring additional permission** If you are planning any activities on site that involve any of the following you will need to request permission before going ahead:
  - Painting – including but not limited to the painting of artworks
  - Hot works - including but not limited to the use of hot glue guns and soldering irons
  - Use of power tools - including but not limited to power drills, jigsaws and angle grinders
  - Use of flames

- Face Painting – Face painting is considered a high-risk activity by most insurers, you may need to provide separate proof of insurance

**12. Activities not permissible** the following activities are not allowed:

- Public dances or discos (including large-scale professional disco equipment)
- The sale of alcoholic drinks (though they may be offered by donation). Should you wish to sell alcohol you would need to apply for a temporary licence from the London Borough of Richmond upon Thames (it costs about £20)
- Smoke, dry ice foam and bubble-generating machines

## Conditions of Hire

### 1. Agreement

a. The application for Hire, when completed and signed by the Hirer, together with these conditions and any special conditions shall constitute the Agreement for Hire of the Church Hall.

b. The Hirer shall decide with the Church in respect of any other matter not provided for in these conditions at least 10 working days before the date of hire. Working days defined as: Monday to Thursday 9.30am to 5pm and Friday 9.30am – 2.30pm

### 2. Interpretation

a. The 'Hirer' means the person hiring the Main Church Hall or the Upper Room and shall include any person purporting to act on behalf of such Hirer. No person under the age of 18 years will be accepted as a Hirer.

b. The booking period means the period reserved for the Hirer.

### 3. Hire

a. The premises may not be used for any purpose which is contrary to the teachings of the Church of England, or which could cause offence. At all times the church nature of the Premises must be respected.

Any breach of potential breach of this condition will mean that the use of the Premises is withdrawn.

b. The Hirer shall not use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or cause any nuisance or inconvenience to neighbouring properties or bring anything onto the Premises which may endanger the same or render invalid any insurance policies in respect thereof.

c. The Church may refuse any application for hire without giving a reason.

d. Use of the Premises is limited to the accommodation hired and necessary facilities such as toilets.

e. Applications for hire should be received by Church Office at least five working days prior to the hiring date, though it might be possible to accept requests outside this timescale.

f. The Church Hall may be hired for educational, charitable, and social meetings, parties and children's parties, anniversary celebrations, wakes, etc. at the discretion of the Parochial Church Council (PCC).

g. Hirers wanting to use the Church Hall for public performances must obtain an occasional licence from the London Borough of Richmond upon Thames. It should be shown to the Church Office at least five working days before the date of the proposed hire. All licences or agreements necessary for the proposed use of the Premises are the responsibility of the Hirer (e.g., all public entertainment, theatre production, music and reproduction of recordings).

h. The maximum number of persons that may be accommodated in the main hall is 120.

i. Every activity carried on and any property left or retained in the premises is done at the Hirer's own risk. So far as is allowed in law, St James's PCC cannot accept responsibility for death or injury or for any loss or damage of whatever nature and howsoever arising, whether to property (including any vehicle) or otherwise.

j. Smoking is not permitted on any part of the premises.

### 4. The Hirer agrees:

a. Not to create any nuisance, undue noise, or disturbance, whether to St James's Church or any owner or occupier of any neighbouring premises.

b. To indemnify the PCC for all claims arising directly or indirectly from the booking.

- c. To ensure that the Church Hall and adjacent areas are left in a clean and satisfactory condition and any furniture and equipment used is replaced tidily where found. Floors throughout are to be swept and any spillage of food or drink on floors or furniture are to be properly removed by washing. There are cleaning materials in the cupboard under the stairs for this purpose. **Failure to comply may result in whole or partial loss of the deposit as the PCC will be liable for additional cleaning charges.**
- d. The Hire period must terminate, and the premises vacated at the end of the booked period in accordance with the application form.
- e. The Hirer shall not use the hall or any part thereof for any purpose than that stated in the application and for which the same is let.
- f. The Hirer shall not sub-let or assign the hall or part thereof.
- g. The Hirer shall not use the Church Hall or any part thereof outside of the time stated in the application form.

## 5. Payment

- a. All casual (single or infrequent) bookings must be paid for in advance of hire. The full hiring fee and the damage deposit of £75 must be paid before the booking is considered confirmed.
- b. All regular bookings (three or more dates) are invoiced midway through the Spring, Summer, and Autumn periods, aligned to school terms. Payment is required during half-term (i.e., half in arrears and half in advance).

## 6. Acceptance of Booking

An email will be sent as confirmation that the booking has been accepted, subject to the Hirer complying with these Conditions of hire.

## 7. Charges and Deposits

- a. Hire charges will be in accordance with the current charges as laid down by the PCC. The PCC reserves the right to vary the hiring fees at any time before the event for which the facility has been hired, notwithstanding that payment of the fee has been made giving one month's notice at any time. Charges are usually reviewed in the Spring and any increase in fees is reflected in the Autumn term (i.e., at the beginning of September)
- b. Deposits will be required for casual bookings. This should ideally be paid by bank transfer (BACS). In that instance the deposit will be refunded following the successful completion of the booking. In the case of a cheque, this can either be destroyed or returned to you (if requested). There may be a delay in refunding deposits until checks have been made to ensure the hall has been left in a clean and tidy condition with no damage found. All refunds are carried out by our finance team and thus may incur a short delay (of up to 7 days) with this process.

## 8. Refunds

These will be made to the organisation, club or individual stated in the hire agreement. (We are unable to refund to individuals where the hire agreement is in the name of an organisation or club).

## 9. Cancellation

- a. **By the Church.** The Church may terminate any Agreement for Hire at any time up to and including the date of hire if the Church becomes aware of any fact which at face value is not in the interest of the Church to proceed with the hiring agreement or which might prejudice the Church's standing and responsibilities as a place of worship. The Church also reserves the right to cancel any hiring in the event of the Church requiring the property for the purposes of any Parliamentary, Local or European elections; for the purposes of civil emergency or any other event of local or national importance where the use of the premises by the Church is essential for the Church to fulfil its obligations, and where the need for the Church to have use of the premises was not reasonably foreseeable at the date of acceptance of the Application for Hire. In the event of such cancellation as much notice as possible of cancellation will be given by the Church to the Hirer but no minimum period is stipulated and the Church's liability to the Hirer will be limited to a full refund of any deposit monies and any other payment made by the Hirer to the Church in respect of the hiring.

## b. By the Hirer.

- i. Provisional bookings. There will be no charge for a cancellation of provisional bookings.
- ii. Confirmed bookings. Notice of cancellation must be received in writing by the Church Office no less than six weeks before the date of the hiring for a full refund. The damage deposit is refundable, and the percentage of the hiring charge refunded is otherwise as follows:

Notice period	Over 6 weeks	4-6 weeks	2-4 weeks	Under 2 weeks
% Refunded	100%	75%	50%	25%

- iii. In the case of cancellation by the Church arising from the Hirer failing to comply with the conditions of hire, the full charge for the booking may be made.
- iv. In the case of cancellation by either party due to lack of heating, water etc., a full refund will be due for the period of hire when the facility is not used. Where the Hirer chooses to continue with the hire the full fee will be due.

## 10. Booked Period

- a. The Hirer will be responsible for arriving at the Church Hall at the time of the booking.
- b. The booking period includes any setup and pack away time. **The Hirer does not have right of access to the Church Hall before the start time of the hire and must leave the premises by the end of the booking period.**
- c. The Church will not be responsible for any loss to the Hirer due to the facility not being available at the booked start time. The Church's liability to the Hirer will be limited to a refund payment made for the unavailable booked period.

## 11. Breach of Contract

The Church shall not be liable for breach of contract or be held liable for any expenditure incurred or loss sustained, directly or indirectly by the Hirer because of refusal, cancellation, or termination.

## 12. Accidents

When any major accident occurs, please contact:

Church Office: 020 8941 6003 - during normal working hours; or the Vicarage: 020 8241 5904; or a churchwarden (see emergency notice on display).

An accident report book can be found in the hall kitchen in the drawer closest to the sink for completing for major incidents.

## 13. Hirers Responsibilities

- a. The Hirer or the Organisation under whose behalf he or she is responsible or a responsible person, whose name and address has been notified to Church Office before the date of the hiring, must attend the premises throughout the hire period.
- b. The Hirer will be responsible for supervision, safety, control stewarding, admission, and removal of those attending the hiring and provide enough suitably qualified persons to carry out these responsibilities. The Hirer will always ensure adequate adult supervision of the entire premises and are also responsible for the care and safety of all children and vulnerable adults in their charge during their time of hire, including checking that entertainers and other employees have appropriate Disclosure and Barring Service (DBS) clearance. Unless you are hiring the Upper Room you do not have right of entry. Care should be taken when climbing the stairs. Children should not be allowed in the Upper Room unsupervised.
- c. The Hirer should be aware that the gate from the garden to the car park is not locked for safety reasons - it is the Hirer's responsibility to supervise children playing outside.
- d. The Hirer shall ensure that all activities are conducted in an orderly and lawful manner.
- e. The Hirer shall at the expiration of the period of hire, leave the facility in a clean and tidy condition and all rubbish must be placed into secure refuse/plastic bags and left in the bins outside the Church Hall (there is a large general waste bin, and individual bins for recycling paper and card, plastic, and metal cans, etc.) Floors should be swept and washed as necessary, including, but not limited to, the main hall,



kitchen, toilets, hall lobby, and Upper Room. Cleaning materials can be found in the cupboard under the stairs, opposite the toilets. There are two mops, one marked for using in the toilets, the other for hall floors in the cupboard under the stairs. **Failure to comply may result in whole or partial loss of the deposit.**

- f. The Hirer must ensure that all nappies are either placed in the nappy bin in the baby-changing toilet, or, ideally, taken off site for disposal at home.
- g. Any windows and doors opened should be shut, and tables should be put back where they were found.
- h. Where the non-compliance of these conditions requires extra cleaning time, the additional cost per cleaner, per hour, will be made to the Hirer. This charge will be deducted from any deposit paid or invoiced later if greater than the deposit.
- i. The Hirer shall report any faults, damage, or lack of services, e.g., water, to the: Church Office: 020 8941 6003 - during normal working hours; or Vicarage: 020 8241 5904 - if an emergency (e.g., flooding); or a Churchwarden (see Emergency notice on board).
- j. The Hirer shall report any dissatisfaction with the booking during any induction procedure or to the Church Office within two working days to allow the concerns to be investigated.

#### **14. Displays/Party Decorations**

- a. Nothing is to be displayed or fixed in or on any of the Church Hall without prior permission.
- b. Balloons or party streamers may be affixed to any glossed wood surfaces with Blu-tack or magic tape/easy peel if they leave no marks when removed.
- c. Table decorations are permitted. Balloons may be tied with string or ribbon to tables and chairs. Glitter is not permitted, however; it is not eco-friendly and marks the floors.
- d. All decorations should be removed at the end of the hire period.

#### **15. Music/Noise**

Noise levels must be controlled so as not to cause annoyance to residents or other Hirers. Any officer/official of the Church responsible for the facility has authority to control the volume of sound caused by people, musical equipment or other noise making devices. **We ask that music stops at 11pm for consideration to neighbours. The premises must be vacated by 11:30pm.**

#### **16. Children**

- a. The Hirer shall ensure that children (under 16) are always supervised.
- b. The Hirer shall ensure no children enter the kitchen.

#### **17. Animals**

Only assistance animals for the disabled are allowed on the premises. The exception is for events that involve showing or demonstrations, however this requires prior permission and these animals must be caged and only removed from the cage if held for a specific demonstration or showing and are not allowed to move around the floor area.

#### **18. Insurance and Risks**

- a. Hirers shall indemnify the Church from and against any claim for damages, costs or expenses which may be made against the Church in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Church Hall facilities as a result of the hiring.
- b. The Hirer is responsible for the preservation of good order and shall fully compensate the Church for any damage to the premises or any damage to, or loss of, other property of the Church of whatsoever description arising out of, or incidental to the hiring. Compensation will be deducted from any deposit paid or invoiced later if greater than the deposit.
- c. The Hirer is responsible for insuring their property and equipment against all usual risks.
- d. The Church does not accept responsibility for any clothing, or articles left by the Hirer, their guests, servants, agents, or any member of the public or any property during the period of hire.



e. Public Liability Insurance is only valid for the Church Hall rooms booked during the booked period as stated on the application for hire agreement.

## 19. Health and Safety

- a. The Hirer is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded.
- b. Fire or appliances with naked flames are not permitted in or on any property subject to the Hire Agreement without the prior written consent of the Church. The Hirer will comply with all conditions attached to such consent.
- c. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Church. The Hirer will comply with all conditions attached to such consent.
- d. The Hirer is responsible for ensuring that no exits or fire exits from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to emergency exits and that fire appliances are not removed or tampered with.
- e. All Hirers are required to be familiar with the emergency evacuation procedure for the building (see Evacuation Instructions Guidance and Information Notes) and regular Hirers should provide evidence of regular drills when requested.
- f. In the event of a fire alarm being raised the Hirer is responsible for ensuring safe and immediate evacuation.
- g. No furniture or furnishings may be brought into the facility either temporarily or permanently without prior written permission. Permission will only be considered where current Fire Regulations can be met.

## 20. Mail

Use of the Hall as a mailing address is prohibited.

**21. Kitchen** - Tea towels, dishwasher tablets, washing-up liquid and bin bags are not provided.

- a. Hirers using the fridge must remove all foodstuffs at the end of their session and comply with appropriate hygiene standards.
- b. All crockery and cutlery to be cleaned and put away.

## 22. Equipment/Storage

*All Hirers* - The Hirer shall not bring any equipment onto the premises without the prior permission of the Church.

*Regular Hirers* - Where it is agreed in writing that the Hirer may store goods or equipment in the Church Hall garage, the Church does not accept responsibility or liability for any loss, damage or injury whatsoever arising from the storage of such goods or equipment subject to common law and any statutory rights for the time being in force. No items will be stored on site that can easily be transferred to and from the site easily for each period or hire. Additional charges may apply for exclusive storage areas and all Hirers as a condition of any agreement must submit a completed storage form as requested.

## 23. Entertainment/Alcohol

- a. No alcohol may be consumed by adults at children's events, parties etc.
- b. Alcohol is allowed at adult events, such as birthday parties, anniversaries, or wakes. However, it **may not be sold** unless you apply for a temporary licence (this costs approximately £20) from the London Borough of Richmond upon Thames.

Please note that for all parties and events where alcohol is available the following may apply:

- a. If the hall is not left in a clean and tidy condition or if any damage is sustained to the hall, the deposit will not be returned.
- b. Any additional costs greater than the deposit will be invoiced to cover the outstanding amount.
- c. **A higher deposit of £125 is required if alcohol is available** during the hire period.

**24. Parking** - N.B. We do not guarantee availability.

Vehicles must be parked in one of the five designated bays where marked. Where bays are not marked vehicles must not prevent emergency vehicles accessing the site. Under no circumstances must vehicles be parked in areas that are clearly not intended to be used as parking bays. No blocking of parking bays or double parking is allowed.

## 25. Broadcasting Rights

Broadcasting, filming, or photographic rights cannot be exercised without prior written consent from us.

## 27. Access

The Hirer shall, always, permit full access to the Church's duly authorised officers and agents to enter or inspect the hired premises. Police Officers always have the right of entry.

## 28. Termination of Hire and Exclusion from Premises

- a. If the Hirer shall refuse or omit to comply with any of the foregoing conditions or with any instruction conveyed to him/her by any officer/servant of the Church responsible for the facility on behalf of the Church, the Hirer and his/her servants may be excluded. Conduct during previous hires might result in future hires being denied, but without relieving them of their obligations under their contract with the Church.
- b. The Church reserves the right to halt or terminate the hiring at any stage in an emergency.

## 29. Additional Charges

### **Additional charges will apply:**

- a. **When a hire begins before or ends after the agreed booked time.** This will be charged at the appropriate hourly rate plus 10%. If the overrun results in a following booking starting late, this will be charged at the appropriate hourly rate, plus 20%.
- b. **Where the Hirer has not left the facility in a tidy and clean state, the cost of bringing the hall to the required level of cleanliness will be charged at a rate of £35 per hour per member of staff.**
- c. Where there has been damage to the premises or damage to, or loss of, other property of the Church the Hirer shall fully compensate the Church. Additional charges will be deducted from any deposit paid and where charges are more than the deposit an invoice will be made for the remainder of the charges.
- d. When providing a service outside of normal operating hours/days.
- e. Where the Hirer is responsible for false activation of alarms, we will recover all costs incurred.
- f. Where equipment loaned is not returned.

## Children/Young People and Vulnerable Adults

The Church has a responsibility to protect the community using its facilities and in the present case it does so by imposing a contractual provision on the Hirer. By signing the contract, the relevant Hirer agrees to comply with the Disclosure and Barring Service (DBS) standards which would be undertaken by consent of the prospective employees/volunteers. A failure of a Hirer to observe this condition would result in an immediate withdrawal of the use of the facilities.

Regular Hirers are expected to have completed all the relevant checks when applicable and be able to produce the documentation when requested by the Church.

## Safety Instructions

1. When the hall is occupied, all doors must be available for use in an emergency, including the door near the stairs, and the door from the main hall into the courtyard garden. These last two doors are opened from inside.
2. If the kitchen is used to cook food, all doors and hatches leading to the kitchen must be kept closed during cooking times.
3. The person in charge (Hirer) must make themselves familiar with the fire instruction on the site, and they must ensure that any volunteers or paid workers are made aware of the instructions.
4. In the event of a fire or similar emergency, the person in charge must ensure that the building is immediately and safely evacuated and that the emergency services have been called.

5. All persons who are unfamiliar with the building should look around to check the whereabouts of exits from the building, where the fire extinguishers and fire alarm call points are.
6. When tables etc. are laid out in the hall, consideration must be given to the provision of gangways between the rows which must be of sufficient width to allow access to disabled persons and wheelchairs, and especially egress in an emergency.
7. All fire exits must be always kept clear during the hiring.

### **Upon Discovering a Fire - Raise the Alarm**

1. This is normally done by attracting everyone's attention and/or breaking the glass on a fire alarm call point. Otherwise use any means available (this should be agreed at the start of any event)
2. Call the Fire Brigade - Dial 999 using a mobile or ask a local resident.

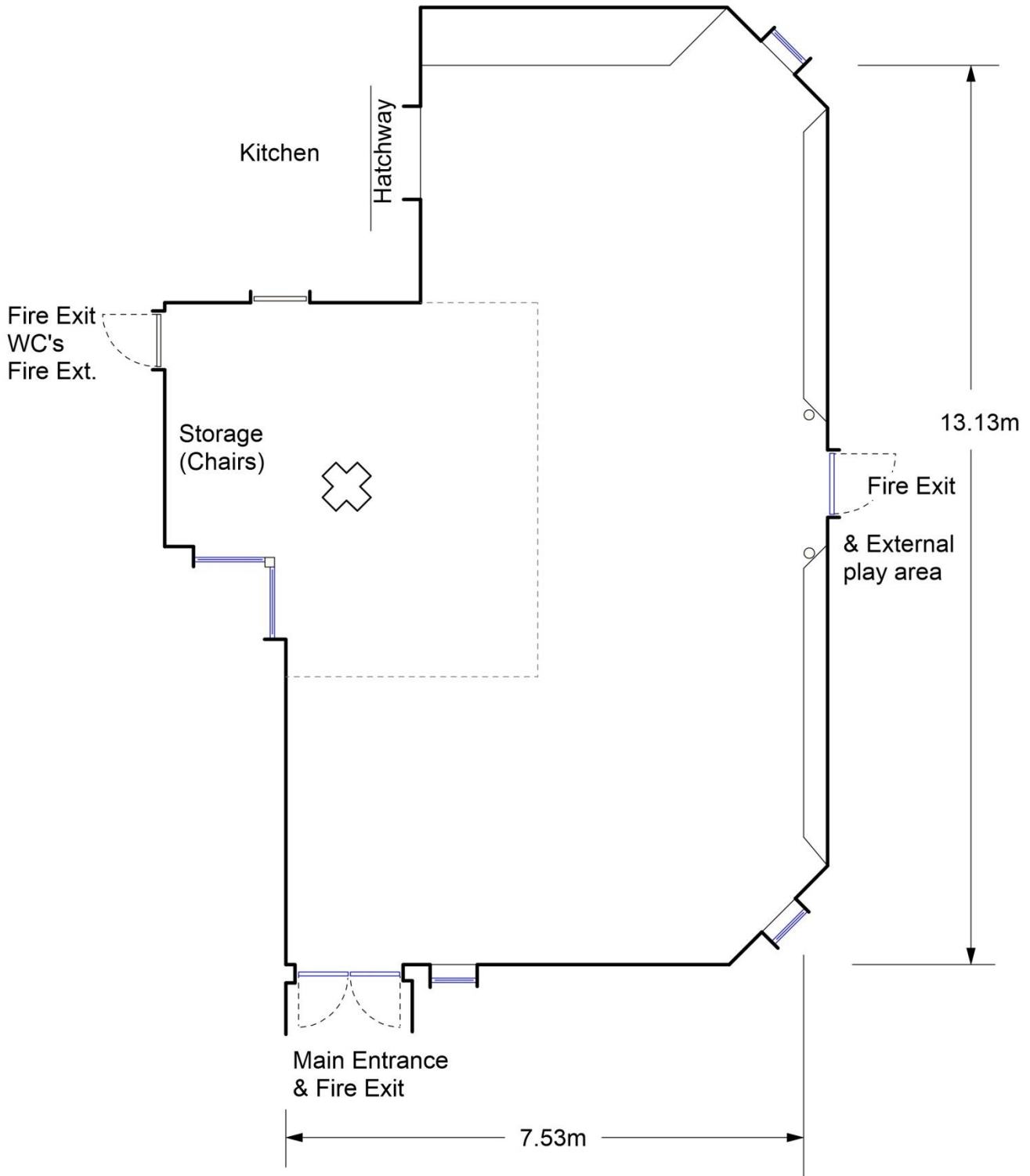
### **On Hearing the Alarm**

1. When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. Do not run. Do not use mobile phones while evacuating. Take personal belongings only if they are immediately available
2. Fire extinguishers are situated at each exit and should be used to maintain and/or clear the escape route if required.
3. Disabled and less able-bodied people should be given every assistance during the evacuation procedure to exit the building to the fire assembly point (the lawn at the front of the vicarage, no. 46, the house next to the hall). Make yourself known to the vicar if they are at home.
4. On arrival at the Fire Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.
5. Safety is everyone's responsibility - all individuals should familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

### **Contractors**

On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures.

# Hall Plan



Scale: 1 - 75

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= ceiling height 2.54m

balance = 2.35m at  
perimeter, up to max 4.2m



**020 8941 6003**

**[stjames-hamptonhill.org.uk](http://stjames-hamptonhill.org.uk)  
[office@stjames-hamptonhill.org.uk](mailto:office@stjames-hamptonhill.org.uk)**

This information was correct on 1 September 2021