**CHECKLIST FOR HIRERS OF DOBBIE HALL**

**Before signing please ensure that you have read and understood the conditions of let.**

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| **PRE HIRE** | **CHECK** |
| * **Sign and return application form together with payment of the £100 Booking fee and must inform any PPL/PRS licence held, if applicable.**
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| **Ensure correct venue/hall has been booked and allocated and the required event hours (in full hours only) includes the set up and clear up timings** |  |
| * **Arrange to pay the Hire Fee in full 14 days prior to Hire.**
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| * **If applicable, contact Hall Manager to finalise details pertaining to your event Hire**
* **14 days prior to your event**
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| * **Provide details of Hirer (MUST be over 18) and/ or responsible person, who will be in attendance at the event to the Hall Manager 14 days prior to event**
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| **Carry out appropriate risk assessments applicable to your Hire** |  |
| * **Ensure you are in possession of all necessary Insurances e.g. Public Liability, Indemnity, Cancellation, Damage to Property**
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| **Ensure you are in possession of all licences , specifically PPL and PRS for Music for your activity under the Copyright, Designs and Patents Act 1988 which are solely your responsibility to obtain and to advise the Trust**  |  |
| * **Ensure you the Hirer or your Licensee have obtained an Occasional liquor licence pertaining to booking( if applicable) a minimum of 5 weeks before event**
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| * **Identify persons to act as your Evacuees and Fire Wardens and ensure they familiarise themselves with Fire Regulations, Exits and procedures for the Hire event.**
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| **Ensure you are in possession of relevant licences under The Children (Performances) Regulations 1968 and, if required, you are registered PVG Protection of Vulnerable Groups**  |  |
| **If applicable, check that trained catering personnel have prepared the food provided at your event where tickets have been sold**  |  |
| **Have the relevant PAT testing certificates in place for all electrical equipment brought in for your event** |  |
| **Have read and agree to abide by the full terms and conditions of Hire**  |  |
| **POST HIRE** | **CHECK** |
| * **For evening events ensure Main doors are closed at 10pm and Bar is closed no later than 12:30am. Smokers may use side door for access to smoking area.**
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| * **Make sure tables and chairs are clean and left in position after event**
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| * **Check toilet area is tidy with all taps turned off (no running water) Note : any additional cleaning required will be charged against your deposit**
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| * **Ensure all litter has been bagged. All glass bottles and containers are to be removed by you, the Hirer. There is no glass recycling receptacle at the Dobbie Hall.**
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| * **Ensure that the kitchen area and any equipment is left in clean condition and any dishes you have provided are taken away. No taps left running.**
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| * **Switch off all the lights you have put on.**
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| * **When you leave, check that all fire doors and kitchen hatch fire shutter are closed if there is no Staff Member present.**
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**Your deposit will be retained if the Conditions of Hire have not been met.**

**Thank you for your cooperation**

**Dobbie Hall Evacuation Plan**

**DUTY TRUST STAFF MEMBER** Any Member of the Dobbie Hall Trust present in the Hall is designated to undertake this task

**HIRERS** In the absence of any Trust personnel, Hirers are requested to designate personnel. If no person(s) have been designated, the most senior person present will be responsible. There should be ONE Steward/Fire Marshall per ONE HUNDRED patrons and ONE per FIFTY at a Children’s event. **Alcohol** should NOT be consumed by designated personnel.

**ANY PERSON** on discovering a fire shall immediately clear all personnel from the area/room where the fire is located and close the door. The person then will activate the alarm at the nearest break glass point and proceed as detailed below

**Main Duties of Key Personnel**

On hearing a fire alarm (or setting one off if they discover a fire in the building):-

**Designated Staff** if there is an Event or Rehearsal should undertake a search of the areas for which they are responsible PROVIDED IT IS SAFE TO DO SO. They should then proceed to the Assembly Point

**Fire Marshall/Appointed Person** if there is a SHOW underway, will coordinate the evacuation of the building

The Stage, Balcony and under Stage should be checked ONLY IF IT IS SAFE TO DO SO.

Toilets, Bar and Kitchen areas should be checked

Sound equipment must be turned off, Stage Curtains drawn and house lights turned on full

Announcements (such as for patrons to leave the building during a performance) should be made using the Public Address system

It is the responsibility of Appointed Persons to assist Disabled Visitors to reach the Assembly Point. Evacuchair is provided in Balcony area to assist in evacuation. Note there is no wheelchair access to the Balcony area.

**All Evacuated Persons** should proceed to the Assembly Point and remain there until further instructed or the situation is declared over by the Fire Marshall/Appointed Personnel. Personal Effects should be removed only when it is safe to do so.

**Assembly Points**

**Main Door and East Side Door:** Main Gate to Lay- By on Main Street

**West Door:** Rear Gate to Elizabeth Avenue

**Fire Extinguishers** should be used only by those trained in the use of fire safety equipment

All Key Personnel must ensure the Emergency Services have been summoned

Dial 999

Ask For FIRE

Location THE DOBBIE HALL, MAIN STREET, LARBERT, **FK5 4BL**