

WORTH VILLAGE HALL - DUTIES OF STEWARDS

1. TO BE AWARE of the Standard Terms and Conditions for Hire, of which these DUTIES form a part, (a copy has been made available to the HIRER and is also on display at the Hall), including the LIMITS (see below) on the maximum number of persons who may attend the event/function.
2. TO BE AWARE of the procedure in the event of FIRE and of the location of all the FIRE EXITS and FIRE EXTINGUISHERS. In the event of electrical fire the small **CO2 FIRE EXTINGUISHER** by the main entrance should be used. Do **NOT** use the larger **WATER-BASED FIRE EXTINGUISHER** on electrical fires.
3. TO ENSURE that all persons using the Hall as part of an event (e.g. stallholders) are made aware of the location of all FIRE EXITS and FIRE EXTINGUISHERS.
4. TO ENSURE THAT ALL FIRE EXITS are kept clear at all times.
5. TO ENSURE that there is NO SMOKING at any time inside, or outside on Hall property.
6. THROUGHOUT the function to remain in the vicinity of the entrance to the room hired to prevent any persons from entering the function who are:

in the case of a public event -
 - a) in excess of the LIMIT on the maximum number of persons to be admitted (see below)
or
 - b) in the case of a private function -
 - a) in excess of the LIMIT on the maximum number of persons to be admitted (see below)
and
 - b) persons attempting to gain admission who are not attending at the HIRER'S invitation, or with THE HIRER'S express consent.
7. TO ENSURE that the noise level of the event/function, including from any instruments or electrical equipment, is kept within reasonable limits at all times and does not cause unreasonable nuisance.
8. TO ENSURE that any children attending functions are properly supervised when leaving.
9. TO PERIODICALLY CHECK the condition of all toilets during the event, plus inspect the toilets after the event and advise the Bookings Secretary Louise Hartley immediately of any problems or deficiencies before vacating the premises on 07710 508615.
10. TO ENSURE that all tables and chairs are placed in situ and not dragged across the newly laid floor.
11. In case of **EMERGENCY (FIRE/POLICE/AMBULANCE)** all **STEWARDS** must have access to a mobile phone. One **STEWARDS** must dial **999** to summon the appropriate Emergency Service(s) in the event of any Emergency.

IT IS THE PRIMARY RESPONSIBILITY OF THE STEWARDS TO ENSURE THAT ALL PERSONS ARE QUICKLY AND SAFELY EVACUATED FROM THE HALL IN THE EVENT OF AN EMERGENCY PRIOR TO THE ARRIVAL OF THE EMERGENCY SERVICES.

THE LIMITS on the total number of persons attending a function are as follows:

MAIN HALL

Closely Seated	100
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Dancing	100
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Seated at Tables	80
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Seated/Dancing combined	56
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COMMITTEE ROOM

Closely Seated	30
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**2020 National Lottery Community Fund
Supporting Worth Village Hall**