

## FIRE ACTION NOTICE

### Upon discovering a fire:-

- Raise the alarm of fire by:-
  - a. Operating the nearest fire alarm call point.
  - b. Informing the person-in-charge.
  - c. Calling the fire service by dialling 999

### Upon hearing the fire alarm:-

- Evacuate the Hall by the nearest exit and take directions from the person-in-charge.
- Report to the Assembly Point at the **TOWER ON SHAKESPEARE STREET.**

**DO NOT** attempt to collect any belongings.

**DO NOT** re-enter until told it is safe to do so.

**Address is St. Andrew's Catholic Church Hall,  
Brooke Street, Dumfries DG1 2JL.**

## St. Andrew's Church Hall Booking Form



[www.standrewsdumfries.org.uk](http://www.standrewsdumfries.org.uk)

Please read the Conditions of Let  
and Fire Evacuation Procedures  
and complete the details overleaf  
if you wish to hire the hall.  
The main hall has an attached kitchen.

*This form must be used for all hall lets  
(even from parish groups)*

***Please give as much notice as possible when  
requesting a booking.***

## Hall Booking

*Detach and return to the Church house*

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Name of Club/ Society / Organisation** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Hire**  
\_\_\_\_\_  
\_\_\_\_\_

**date(s) required** \_\_\_\_\_

**Time required - from** \_\_\_\_\_ **to** \_\_\_\_\_

*I agree to the Conditions of Let and have read and understood the Fire Evacuation Procedures.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE NOTE** that if the booking involves an event for children or vulnerable adults and you are engaging a professional entertainer (clown, magician, musician etc.) they must have a Disclosure Certificate. **It is a requirement of the let** that you supply a copy of this Disclosure to the Parish Priest/Parish Secretary in advance of the event.

Number on the Disclosure Certificate \_\_\_\_\_

Date seen \_\_\_\_\_ Signed \_\_\_\_\_

## Conditions of Let

*Detach and retain*

1. Each group using the hall must appoint a responsible person (normally the person signing this form) to ensure that the hall is tidy, all lights are off and the hall secured when leaving. In the event of two or more groups using the hall at the same time they should liaise to ensure this happens.
2. This person must familiarise themselves with and take responsibility for the Fire Evacuation Procedures overleaf.
3. If the accommodation is not in a satisfactory state on your arrival, please leave a brief note of your concerns at the church house.
4. Please ensure that the accommodation provided in the church hall(s) is left in the condition in which you found it.
5. Please report any damage or breakage to the property in a note to the church house so that it may be made good. You, or your club or society, may be required to pay for repairs if you are responsible.
6. You may use the kitchen and crockery etc. but please bring your own provisions and tea towels. You are responsible for clearing up.
7. Please do not drag heavy items across the floor and do not use drawing pins, sellotape or blue tack on the walls.
8. If the booking involves an event for children or vulnerable adults and you are engaging a professional entertainer they must have a Disclosure Certificate and you must supply a copy of this Disclosure to the Parish Priest/Parish Secretary in advance of the event.

*No charge is made for hiring the hall although a donation of £10 per hour for Church funds would be most welcome. (Cheques made payable to St Andrew's Church).*

**Completed booking forms should be handed in to the church house in advance.**  
**No hire will be accepted without a completed form.**