



Bishop Middleham Village Hall

CHECKLIST FOR HIRERS

Before admission to guests/attendees, please check:

- All exit doors must be unlocked
- Escape routes are free from obstruction
- Any fire doors are closed and not wedged/propped open
- Fire-fighting equipment is in place and unobstructed
- There are no obvious fire hazards in, or near the building
- You have a working mobile telephone, in the event of a fire
- Special arrangements should be made and agreed for any attendee who is disabled and requires assistance in the event of evacuation

At the end of the event:

- Empty any rubbish to the external bin
- Ensure nothing is smouldering, smoking or hot
- Check that electrical appliances are turned off and unplugged
- Check that taps are properly turned off
- Turn out all lights
- Close all internal doors
- Secure all external doors and windows

Thank You

If you have any concerns, please let us know:

contact@bmvh.co.uk

Jane Brownlee (Chair) – 07880 980906

Sarah Oakley (Treasurer) – 07796 307108

Yvonne Houston (Caretaker) – 07342 943896

Julie Thomson (Administrator) – 07765 435500