

# FORMAN MEMORIAL HALL

## FIRE REGULATIONS

Please be aware that you, as hirer are responsible for all your guests in the case of an emergency, including fire. Please familiarise yourself with the location of the Fire Exits and Fire Extinguishers. It is your responsibility to inform your guests of the location of the Fire Exits and to make sure they know how to exit the building in case of emergency. The route to the Fire Exits and the Exits themselves must be kept clear at all times.

In the event of an emergency, the Hall should be vacated with guests moving to the car park to enable you to confirm all your guests are out safely.

There is no fire system in the hall. There are two battery operated smoke detectors; one in the Small Hall and the other in the Passageway outside the Kitchen door. There are two Emergency Exits; one at the front of the building and one at the rear. There are Fire Extinguishers in the Main Hall, Small Hall, Verandah, Kitchen and Passageway. Please refer to the Emergency Floor Plan for the exact location of the Fire Exits and Fire Fighting equipment.

I have read and understand the above:

.....Sign

.....Print

.....Organisation (if applicable)

.....Date