

Important Fire Safety Advice

If you are hiring the Pavilion your Organisation needs to take account of certain important information to ensure your safety in the case of fire.

Our responsibilities under the **Regulatory Reform (Fire Safety) Order 2005** require us to ensure that you are aware and understand the following fire safety features associated with these premises before you occupy it:

- The premises Emergency Evacuation Plan (detailed on page 2).
- All necessary exit routes from the building.
- The fire alarm system for giving warning in the case of fire (The location of the main fire alarm panel, fire alarm call points and any associated automatic fire detection).
- Fire extinguishers, type, and their location.

Please be aware that you may need to nominate persons with specific safety responsibilities to deal with an evacuation in a safe and efficient manner and ensure that the exits from the building are available for use in an emergency.

Any electrical appliances that you bring on site must be safe and ideally have proof of a current portable appliance test (PAT).

A person with knowledge of the building will meet you on-site and show your representative the premises and cover the bullet points highlighted above before you make use of the Pavilion.

We have read and understand the contents of this document.

Name:

Signature:

