



18 High Street  
Halberton  
Tiverton  
Devon  
EX167AF

# HALBERTON VILLAGE HALL

Charities Number: 300845

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**To: All groups that hire the Village Hall facilities:**

We respectfully ask you to please be aware of the evacuation procedures in the event of a fire on the Hall premises. The procedures can be found displayed on the notice board in the main entrance hall foyer as well as the notice board in the Jubilee Room. The conditions of Hire agreement (**Public Safety Compliances** page 2, section 6 bullet points 6a and 6b) acknowledges that the Hirer has read, and is aware of, the fire evacuation procedures.

The Trustees take Health and Safety and regulatory responsibilities very seriously and carry out regular fire alarm tests which are recorded. Annual checks, by an authorized company, ensure that all firefighting equipment is in full working order this is recorded and any suggestions they make for improvement are acted upon immediately.

**With this in mind we respectfully ask that users of the Hall (especially regular users) carry out a practice fire drill so that everyone is aware of the easiest and safest route to the fire assembly point.**

The best time for a fire drill **is not a decision** to be made by the Trustees but is the responsibility of the Hirer(s) of the Hall. All that Trustees require is an acknowledgement, for our records, that a practice fire drill has taken place. As a regular user of the Hall facilities we have enclosed a copy of our terms and conditions of hire for your information.

Regards.

Secretary of Halberton Village Hall

On behalf of all Trustees of Halberton Village Hall

*Halberton Village Hall Trustees have discussed and agreed the above policy.*