

# *PEACE MEMORIAL HALL CODICOTE*

*Registered Charity 302356*

*January 2005*

*Dear*

*In line with North Hertfordshire's District Council's Public Entertainment Regulations and Conditions 2002, we would ask you to note the attached recommendations whilst you or your group are using the Hall. A copy of the Regulations and Conditions is displayed on the notice board in the Hall for your information.*

*Would you, or a representative of your group, please sign and return one copy of the attached recommendations to myself at 25 Poynders Meadow, Codicote SG4 8UJ.*

*Should you at any time cease to be involved with the Club, please ensure that a current member is aware of these recommendations.*

*Thanking you for your continued support of the Peace Memorial Hall.*

*Yours sincerely*

*Mairi Watts  
Secretary*

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## **Recommendations to Users In the Event of an Emergency**

- 1) *At the commencement of your hire period, a nominated person should walk round the outside of the Hall to ensure that there are no obstructions to the fire exists and their pathways, eg no locked gates*
- 2) *An Attendance Book be made available for all your members/guests to sign in on arrival*
- 3) *At the beginning of your hire period, all members/guests should be made aware, either verbally or written, of all fire exits within the Hall and of an evacuation procedure in case of an emergency*
- 4) *In the event of an emergency, the Management ask that a named member of your group be responsible for the evacuation of the Hall and also for identifying anyone not accounted for after such an event by checking the Attendance Book*
- 5) *All members/guests should be advised of the designated assembly point, ie outside the 'La Mariner' fishmongers which is situated to the left (as you leave the Hall) in the High Street*
- 6) *All members/guests should be advised that in the event of an emergency, they leave the Hall immediately and not endanger themselves in any way, eg attempting to put out a fire, and the emergency services be contacted as soon as possible. The nearest public telephone is situated to the right (as you leave the Hall) on the opposite side of the road.*

*I confirm that I have read the above recommendations and should I cease to be involved with the group/club I will ensure that a current member is advised of them.*

**Signed** .....

**Group** .....

**Name** .....

*Please print*