

Hiring Agreement

Budleigh Salterton Public Hall & Norman Centre

By making a booking, the Hirer is permitted to use the Public Hall & Norman Centre, according to the [terms and conditions](#).

1. Rates

All hiring rates are inclusive of the use of all hall facilities. Hiring rates are reviewed by The Town Council at the start of each calendar year and hirers are notified of any rate changes. Bookings made for future calendar years are subject to the annual rate changes.

2. Deposit & Payment

In order to secure a booking, the Hirer shall pay as a deposit 50 percent of the total cost of the booking. The balance is payable six weeks ahead of the event. Some exceptions are made at the discretion of the town council (eg. for regular events). Full payment is required 6 weeks in advance. Bookings cancelled within six weeks of the hiring date are chargeable at 100% of the booking cost. The town council may in rare circumstances need to cancel a booking for reasons outside its control – see [terms and conditions](#) for details.

3. Alcohol sales and other licenses

If the hirer intends to sell alcohol to drink on the premises, they will need to obtain written permission from the Town Clerk to use the council's alcohol sales licence. Please download and sign a [licensed bar application form](#) and return in advance of your event to office@budleighsaltertontowncouncil.gov.uk. If you intend to sell alcohol for consumption off premises (eg. as part of a market), you will need a Temporary Event Notice from the local licensing authority. See the [East Devon District Council website for details](#).

4. Keys

Keys must be collected from the office (above the Public Hall & Norman Centre, doorbell beside main doors) during opening hours, which are Monday, Wednesday and Friday 10.00am – 1.00pm. After the event, once the hall is locked, they can be posted through the letterbox beside the front doors or returned during open office hours.

5. Facilities

- The Public Hall & Norman Centre includes a large hall seating up to 220, a lobby, toilet facilities, kitchen, bar, stage and back-stage area.
- The stage is not accessible for people with wheelchairs and those with some mobility difficulties. The Hirer may wish to use it at their own discretion and must take full responsibility for doing so.
- Use of the sound and lighting system may be agreed in advance, and for first time users, an induction session is required – please reserve a time with the Town Council.

6. End of Hire

The hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise; if not, the Town Council may make an additional charge. The hirer is responsible for removing all their own property from the site – anything left behind is at the hirer's risk.

7. Premises Capacity and Emergency Evacuation

By confirming a booking, the hirer confirms that they have read the Emergency Evacuation Plan. The hirer takes responsibility for ensuring their guest numbers do not exceed that which can be safely evacuated within two minutes. The hirer takes into account that furniture layout (tables, chairs, and own props) can impede evacuation. Layout plans can be discussed in advance.

8. GDPR

As part of our policy under General Data Protection Regulation (GDPR) we retain details of the hire and the Hirer until after the event, for the purpose of sending invoices and other correspondence. We will not pass a Hirer's details onto any third parties without their consent to do so. Their details will remain on our invoicing system for the statutory 7 years. Please see details of our General Privacy Notice below.

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Terms and Conditions

The policy of Budleigh Salterton Town Council is to let the Public Hall & Norman Centre for events that benefit the town and those of a non-profit making nature. All applications to hire the hall of a commercial nature are at the discretion of the Town Council.

These standard terms and conditions apply to all hiring of the Public Hall & Norman Centre. If the Hirer is in any doubt as to the meaning of the following, the Town Clerk or the Clerical Assistant should immediately be consulted.

Responsibility

The Hirer must be over 18 years of age. The Hirer accepts responsibility for being on the premises at all times and responsible for it when the public are present and for ensuring that all conditions under this agreement are met.

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Town Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Use of Premises

The hirer must not use the premises for any unlawful or unsuitable purpose or sub-hire or use the premises or allow the premises to be used for any unlawful purpose, nor do anything which may render invalid any insurance policies.

Lighting and audio systems

Users accept full responsibility for the correct operation of the system, including all shutdown procedures after use.

Public safety compliance

The hirer must comply with the Public Hall & Norman Centre health and safety policy and all relevant conditions and regulations made by the Local Authority, the Licensing Authority, and the Town Council's Fire Risk Assessment, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children.

- (a) In accepting a booking and paying their deposit, the hirer acknowledges that they have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall. See the Emergency Evacuation Plan below.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (b) In advance of an entertainment or play the hirer must check the following:
- That all escape routes are free of obstruction and can be safely used;
 - The emergency exit doors in the main hall are not used for access/egress;
 - That the internal fire doors (with panic bolts) are not wedged open;
 - That there are no obvious fire hazards on the premises.

Evacuation in the event of emergency

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All means of exit from the premises must be kept immediately available for instant free public exit.

If a fire breaks out, call the fire brigade and notify the town clerk.

Health and Hygiene

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

Licensable Activity

The Premises Licence for the Public Hall & Norman Centre authorises the carrying out of licensable activities at the following times:

Activity	Times
A. a performance of a play	Monday to Sunday 9.00am to midnight
B. an exhibition of a film	
C. an indoor sporting event	
D. a performance of live music	Christmas Eve 9.00am to 2.00am
E. any playing of recorded music	
F. a performance of dance	New Year's Eve 9.00am to 2.00am
G. entertainment of a similar description to that falling within D – F	
H. entertainment facilities for making music	
I. entertainment facilities for dancing	
J. entertainment of a similar description to that falling within H or I	Monday to Sunday 11.00pm to midnight Christmas Eve 11.00pm to 2.00 New Year's Eve 11.00pm to 2.00am
K. provision of late night refreshment	
L. the sale by retail of alcohol (subject to arrangement of a licence with the Town Clerk)	Monday to Sunday 10.00am to midnight Christmas Eve 10.00am to 2.00am New Year's Eve 10.00am to 2.00am

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

Insurance and Indemnity

(a) The Hirer shall be liable for:

- i. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- ii. all claims, losses, damages and costs made against or incurred by the Town Council, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- iii. all claims, losses, damages and costs made against or incurred by the Town Council, its employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and

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keep indemnified accordingly each member of the Town Council and its employees, volunteers, agents and invitees against such liabilities.

(b) The Town Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Town Council shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Town Council and its employees, volunteers, agents and invitees against

- i. any insurance excess incurred and
- ii. the difference between the amount of the liability and
- iii. the monies received under the insurance policy.

Where the Town Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Town Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Town Clerk to rehire the premises to another hirer.

The Public Hall & Norman Centre is insured against any claims arising out of its **own** negligence.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Town Clerk or the Clerical Assistant as soon as possible and complete the relevant section in the Public Hall & Norman Centre's accident book. Any failure of equipment belonging to the Public Hall & Norman Centre or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Town Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- Telephone: 0845 3009923
- Website: www.riddor.gov.uk or via the HSE website: www.hse.gov.uk
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Explosives and Flammable Substances

The Hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Town Council. No decorations are to be put up near light fittings or heaters.

Heating

Heating will be pre-set for events by the caretaker based on their assessment of the need. If extra heating is required, the boost button (located beside the boiler, inside the table store) can be used.

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Town Clerk. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

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Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises, other than for a special event agreed to by the Town Council. No animals whatsoever are to enter the kitchen at any time.

Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Town Clerk with a copy of their CRB check and Child Protection Policy on request.

Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Town Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

Film viewings

Hirers should ensure that they have the appropriate copyright licences for film. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

Stored equipment

The Town Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Town Council may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Town Council disposing of any such items on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of the same.

No alterations

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No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Town Clerk.

No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Dangerous and unsuitable performances

Performances involving danger to the public or of an unsuitable nature (eg. sexually explicit, depictions of violence etc.) shall not be given.

Smoking

The Hirer shall, and shall ensure that their invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

Cancellation

The Town Council may cancel the hiring by written notice in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Town Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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Appendix 4

Licensed Bar Application

Application for a licensed bar to be provided at an event at the Public Hall, Station Road, Budleigh Salterton.

I hereby apply to Budleigh Salterton Town Council to authorise the sale of alcohol by the following person (s) at the Public Hall on the following date (s) and during the following hours:

Date(s):	
Time:	
Description of Event:	

Persons to be authorised to sell alcohol in accordance with the Licensing Act 2003:

Signed by the organiser or duly authorised on behalf of the organisation booking the space:

Name (in capitals):	
Signature:	

I hereby authorise the persons named above to sell alcohol at the event described above, on the date(s) and at the time(s) specified above.

Signed by the Designated Premises Supervisor appointed by Budleigh Salterton Town Council:

Name (in capitals):	Alice Gater-Wildgust
Signature:	

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Appendix II

General Privacy Notice

Budleigh Salterton Town Council
Adopted 23 July 2018 (Min 18.155)

Your personal data – what is it?

(a)

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Council information

This Privacy Policy is provided to you by Budleigh Salterton Town Council which is the data controller for your data. Contact information may be found at the bottom of this document.

Other data controllers the council works with:

- Other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

What personal data is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

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- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.
- Website data. Please look at the Privacy Statement on our website for full details of the policies regarding the collection use and disclosure of Personal Information received from users of the Council's website.

Budleigh Salterton Town Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions

- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council
- To maintain our own accounts and records
- To seek your views, opinions or comments
- To notify you of changes to our facilities, services, events and staff, councillors and role holders

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- To send you communications which you have requested and that may be of interest to you – these may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes, when exercising these powers or duties, it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to

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defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

This Privacy Policy is under regular review and we will place any updates on our website:

www.budleighsaltertontowncouncil.gov.uk/BudleighSalterton/gdpr-19632.aspx

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Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

Email: office@budleighsaltertontowncouncil.gov.uk

This Notice was last updated in May 2018.

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Appendix III

Emergency Evacuation Plan

This Plan applies to all users of the Public Hall & Norman Centre, Norman Centre and Council Offices.

If there is any doubt as to the meaning of the following, immediately consult the Town Clerk.

This Plan includes action to be taken in the event of a fire and the arrangements for calling the Fire Service. It may be necessary to nominate person(s) to implement your own fire action plan.

Before the event starts, the hirer and helpers (if any) should familiarise themselves with the location of all Emergency Exits, Fire Extinguishers and Fire Call Points – this may include some which are not in the immediate vicinity.

Emergency Exits

In the Public Hall & Norman Centre these are in the following locations:

- Main Entrance
- Left hand side of the Hall exiting via steps on to Station Road
- Right hand side of the Hall exiting via steps on to the Lower Station Road Car Park
- Rear of the stage, exiting via metal steps to the entrance of the Lower Station Road Car Park

For users of the Norman Centre, the Emergency Exit is the main entrance.

For users of the Council Offices, the Emergency Exit is down the stairs to the main entrance to the Public Hall & Norman Centre.

Emergency Exits **must not** be blocked by tables, chairs etc.

Fire Extinguishers

These are located in the following areas:

- Inner Lobby – 2 x Water
- Main Hall – Emergency Exit (Station Road) 1 x Water
- Main Hall – Emergency Exit (Lower Station Road Car Park) 1 x Water
- Kitchen – 1 x Foam 1 x CO₂ 1 x Fire Blanket
- Stage – Steps (Station Road) 1 x Water
- Stage – Steps (Lower Station Road Car Park) 1 x CO₂ 1 x Fire Blanket
- Changing Rooms – 1 x Fire Blanket in each Changing Room
- Changing Rooms – Emergency Exit 1 x Water with Additive
- Norman Centre – Kitchen 1 x Water 1 x Foam Blanket
- Norman Centre – Lobby 1 x CO₂
- Council Offices – Chamber 1 x Foam 1 x CO₂
- Council Offices – Kitchen 1 x Foam 1 x Fire Blanket

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Fire Call Points

The entire building is covered by a Fire Alarm system, which is monitored by Southern Monitoring. The staff there **will not** contact the Fire Service. The Fire Call Points are located in the following areas:

- Inner Lobby – central pillar
- Main Hall – Left Hand Emergency Exit (Station Road)
- Main Hall – Right Hand Emergency Exit (Lower Station Road Car Park)
- Kitchen – Door to Lower Station Road Car Park
- Changing Rooms – Emergency Exit
- Norman Centre – Lobby
- Council Offices – Chamber

On Discovering a Fire

- Activate the Fire Alarm using one of the Fire Call Points
- Telephone the Fire Service – 999. The address and postcode for the property is:
Public Hall & Norman Centre
Station Road
Budleigh Salterton
EX9 6RJ
- If possible, tackle the fire using the equipment provided. Do not endanger yourself or others in doing so
- Leave the building by the safest route ensuring all doors are closed behind you
- Do not stop to retrieve personal belongings
- Do not re-enter the building

Fire Evacuation

If the Alarm sounds, you should ensure that all occupants exit via the nearest Emergency Exit.

Current Fire Service recommendations are that able-bodied users should exit the building first.

Fire Assembly Point

The Fire Assembly Point is:

- The benches at the end of The Green opposite the main entrance to the Hall.