

## RESPONSIBLE PERSON FORM

Please note the conditions below, complete and sign the form and return with your signed copy of the booking form:

1. The Hirer or some responsible person nominated by them in writing, and not being a person under twenty-one years of age, shall be in charge of and present in the premises at all times when the public are on the premises. The person in charge should not be engaged in any duties, which will prevent him/her from exercising general supervision.

2. The Hirer or nominated representative shall be responsible for at least ensuring that stewards are provided on the premises; the recommended basis is one steward for every 100 persons or part thereof at functions attended by adult audiences. Where the audience comprises children under the age of 16 years the recommendation is at least one steward for every 10 children or part thereof, or at least one steward per exit, whichever the greater. All stewards shall be at least 18 years of age and shall be readily identifiable to members of the public where required.

3. All stewards or other persons assisting the Hirer shall be instructed by the Hirer in the safety precautions to be observed on the premises, including but not limited to the following:

- The action to be taken in the event of fire or other emergency
- The location of nearest telephone (landline) if a mobile is not available and how to call the Emergency Services. The Fire Brigade must be called immediately a fire is discovered or if fire is suspect
- The location and use of the portable fire-fighting equipment provided
- The location of the defibrillator
- The location of the general and safety lighting switches and controls
- The procedure to be followed for evacuation of the premises: stewards must be aware of the position of any occupied wheelchairs within the Village Hall and shall see that the occupiers are taken to safety in the event of an emergency and shall be instructed to that effect.

The above conditions are in accordance with the Hall's Premises Licence, issued by Lewes DC in accordance with the Licensing Act 2003.

HIRERS SIGNATURE: ..... DATE: .....

Please print in **BLOCK CAPITALS** the name of the person who will be present and who will be the Responsible Person at the event in case of public safety as listed above:

NAME: .....

Tel. No. ....

Event & Event Date .....