

**Benarty.Centre@fife.gov.uk**

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☐ Block Booking    ☐ One-off Booking    ☐ Large Event Booking

**Invoicing Contact Details** (if different from main contact)

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[Link for room setup](#)

☐ Cash/Card payment in advance      ☐ Monthly invoice in arrears

\*Payment options may differ between sites, please liaise with your venue.

### Acceptance of Conditions of Let

- ☐ I have read and accept Fife Council's [Terms & Conditions](#).

☐ I have read the Fire Evacuation instructions & guidance overleaf.

☐ I confirm all Group Leaders, Volunteers, Coaches, or Assistants hold appropriate qualifications, Disclosure Scotland certificates or PVG certificates.

**Signed** (person hiring facility):

Date:

**For Office Use Only**

Date Received:		Processed By:		Booking Ref:	
LIMS A/C No:		Debtors No:		VAT Ex:	
ID Checked		Coaching Qualifications			PPL/PRS
Electrical Safety		Evacuation Plans (PEEPS)			Insurance Certificate(s)
Copy of Constitution (VAT Ex)		Copy of latest minutes (VAT Ex)			Copy of Risk Assessment
Facilities Used			Category	Cost	Total
PRS & Other Charges:					
				Total Cost:	

# For Your Information

## Introduction

The purpose of this document is to provide instructions and guidance to facility hirers on their responsibilities in the event of a fire in one of our venues and what actions they need to take.

## Group leaders, Instructors or responsible person should familiarise themselves with:

- The position of and the information held on fire action notices in the space/room(s) they are using.
- The sound of the fire alarm.
- Locations of fire exits, fire alarm call points and escape routes in the general area.
- The location of the assembly point.

## Group leaders, Instructors or responsible person are responsible for:

- Providing copies of Personal Emergency Evacuation Plans (PEEPS) for individuals requiring assistance to vacate the building in an emergency.
- Ensuring there is an up-to-date register of persons in their group, or other means for safe evacuation of all personnel, e.g., for large groups, such as audiences, stewards carrying out sweeps of their area of the building without putting themselves at unnecessary risk.
- Ensuring members of their group are aware of fire evacuation procedures.
- The evacuation and taking roll call of their group, or other means of ensuring all personnel are evacuated.
- Communication with incident coordinator (caretaker/emergency services).

## Members of the group are responsible for:

- Informing the group leader, instructor, or responsible person of any assistance they may need in evacuating the building in an emergency.

## Actions in the event of a fire:

### On discovering a fire

1. Sound the alarm by activating the nearest "Manual Fire Call Point".
2. Call the Fire & Rescue Service by dialling **999**.

### On hearing the fire alarm

1. Group leader, instructor, or responsible person to supervise the evacuation of the group via the nearest available safe exit(s).
2. Proceed to the assembly point.
3. Do not use the lift.
4. Switch off all electrical appliances, where possible.
5. Close all doors and windows behind you, where possible.
6. Only attempt to tackle the fire if it is safe and you have been trained to do so.
7. Do not take unnecessary risks.
8. At the assembly point have suitable arrangements for ascertaining whether the building has been successfully evacuated e.g. for a small group a roll call, for larger groups stewards confirming their areas of the building are clear, and try to account for any persons not present.
9. Communicate with the incident coordinator whether all person(s) are out of the building or that person(s) are missing and their expected location.
10. Liaise with coordinator to ensure all relevant information is passed to the Fire & Rescue Service.
11. Do not return to the building until authorised to do so by the incident coordinator.