

## **GREAT TORRINGTON METHODIST CHURCH**

**Contact numbers for hire of premises:**

**The Reverend Graham Slingo: Tel: 01805 623172**

**Email: [slingocyril@hotmail.co.uk](mailto:slingocyril@hotmail.co.uk)**

**Mr Ron Sussex: Tel: 01805 622270, 116 New Street, Torrington, Devon, EX38 BT**

### **Hire Costs:**

- Meeting Room inc. Toilets & Coffee Bar.....£7.00 per hour
- Crèche Room inc. Toilets & Coffee Bar.....£7.00 per hour
- Hall inc. Toilets & Coffee Bar.....£7.00 per hour
- Hall/Kitchen/Toilets..... £10.50 per hour
- Whole Premises.....£35.00 for 4 hours  
or £65.00 all day (max 12 hours)

Premises to be vacated by 10.00pm unless otherwise arranged.

### **The following are prohibited on the premises:**

- Smoking
- Alcohol for sale, consumption or as prize
- Betting/Gambling

### **Things to do!**

- Please leave the premises clean and tidy. A carpet sweeper is provided under the stairs in the Church Entrance.
- Chairs/tables to be put away
- On vacating the premises, please ensure all lights are switched off and all doors locked.
- Fire Doors closed
- Please report and breakages or damages, these may have to be paid for
- Return the keys to Mr Ron Sussex at 116 New Street, Torrington
- Please ensure that your event does not cause a disturbance to our neighbours
- Do you have adequate insurance cover?
- There is a pay telephone in the coffee bar, the number of which is:  
01805 625769

# **TORRINGTON METHODIST CHURCH**

## **FIRE SAFETY EMERGENCY PLAN**

### **PURPOSE**

- The purpose of this plan is to ensure the safety of all persons using these premises.
- Knowledge what to do in the event of a fire or emergency and facilitate their safe evacuation from the building.
- As the hirer of the premises, it is your responsibility to either act as Fire Warden or to appoint a responsible adult to act as Fire Warden throughout the hire period. The Fire Warden must read and understand this plan before hire commences.

### **ACTION IF FIRE DISCOVERED**

- Use any method to alert others a fire has been discovered and notify the Fire Brigade.
- Leave the building by the nearest exit.
- Do not stop to collect personal belongings.
- DO NOT RETURN TO THE BUILDING.

**ASSEMBLY POINT:** Rack Park, which is to the right as you exit the building.

- The Fire Warden is responsible for ensuring all persons are out of the building without undue risk to their own safety. The Fire Warden is responsible for ensuring all persons make their way to the assembly point.

### **FIRE FIGHTING EQUIPMENT**

- The appropriate fire fighting equipment is located throughout the building, the exact location being shown on the form included with this plan. The Fire Warden is to make themselves aware of the location and use of the equipment. The Fire Warden should attempt to use the fire fighting equipment ONLY if there is no personal risk involved to any person.

### **CONTACT WITH THE FIRE BRIGADE**

- The Fire Warden must liaise with the senior fireman on the first fire appliance attending the fire/emergency and brief with information known.