

# **Seaforth Hall, Warninglid, Hiring Agreement**

**This Hiring Agreement must be read and signed when first making a booking at the Seaforth Hall.**

**Please read this entire document (including Fire Safety Instructions) then print out pages 1 to 4. Please complete these pages where indicated, then sign and send to ‘Seaforth Hall, Cuckfield Lane, Warninglid RH17 5UB (for the attention of the Treasurer).**

**DATED:** \_\_\_\_\_

**PARTIES:**

- 1) The Seaforth Hall as further described in clause 2.2 and acting by its management committee:
  
- 2) The Hirer, being the person or organisation named in clause 2.3.

**AGREED** as follows:

- 1. Throughout this Agreement:
  - the Seaforth Hall is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Seaforth Hall’s charity trustees and management committee, employees, volunteers, agents and invitees
  - the Hirer is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
  - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our management committee.
  
- 2. In consideration of the Hire Fee we agree to permit you to use the premises in accordance with the terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and Fire Safety Instructions attached below.

**2.1 Date(s) hall required:**

Date(s): \_\_\_\_\_

Time (from/to): \_\_\_\_\_

**2.2 Seaforth Hall**

- a) Registered Charity No: 305322
- b) Authorised Representative: Alison Livesley (bookings coordinator)
- Address: Seaforth Hall, Cuckfield Lane, Warninglid RH17 5UB
- Email: Seaforthhallbookings@gmail.com

**2.3 Hirer: (to complete as applicable)**

- a) Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_
  
- b) Organisation: \_\_\_\_\_
- c) Name of Organisation’s Authorised Representative:  
\_\_\_\_\_

**2.4 Hire Fee**

Hire Fee: £ \_\_\_\_\_

You may be asked to pay as a deposit at least one third of the cost of the booking at the time you sign this Agreement.

Deposit (if requested): £ \_\_\_\_\_

You must pay the full Hire Fee on or before the start of the event for which you hire the premises unless otherwise agreed.

We will refund the deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

Is this a commercial hire? Yes / No

**2.5 Termination**

The Seaforth Hall is held on a strict trust which requires the management committee to ensure that the hall is administered in accordance with this trust. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days’ notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

**2.6 Premises**

Whole of hall: \_\_\_\_\_  
 If part of hall please specify: \_\_\_\_\_

**2.7 Purpose/description of hiring:**

- a. Will tickets be sold for your event? Yes / No
- b. Is food to be provided at the event? Yes / No
- c. Is alcohol to be provided at the event? Yes / No
- d. Will there be exhibition of a film? Yes / No
- e. Will live music be performed or recorded music played? Yes / No
- f. Will the stage be used at the event? Yes / No
- g. Will you need to store equipment? Yes/No
- h. Will you need to use the sound/Public Address System? Yes/No
- i. Will you need to use the wifi system? Yes/No

- 3. You agree not to exceed the maximum permitted number of people which is 100 - including the organisers/performers.
- 4. The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music. If you plan to play music you must have your own Phonographic Performance Licence (PPL).
- 5. We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.
  - (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
  - (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will first obtain our consent and then you will apply for a Temporary Events Notice (TEN) to the licensing authority.
  - (iii) You agree to obtain our consent if you intend to provide alcohol at the event and to apply for a TEN from the licensing authority.

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

- 6. You agree to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

7. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
8. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Seaforth Hall:

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Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable:

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**Please note that you do not need to complete a hire agreement every time you hire the hall unless your requirements at 2.7 change. It is your responsibility to inform us and complete a new hire form each and every time your requirements change at 2.7.**

# **Standard Conditions of Hire**

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

## **1. Age**

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

## **2. Supervision**

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort;
- (iii) the security of the premises while you are in possession of the keys; and
- (iv) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid injury to pedestrians and obstruction of the highway. Consider using parking marshals for events generating large numbers of car journeys.

As directed by us, you must 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.

## **3. Use of premises**

You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

## **4. Insurance and indemnity**

- (i) You are liable for:
  - a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents including, without limitation, lighting, PA system and kitchen equipment
  - b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service (if any)
  - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises

(including the storage of equipment) and your use of our WiFi service (if any), and

- d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must re-imburse us for:
  - a) any insurance excess incurred and
  - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

## **5. Gaming, betting and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **6. Music Copyright licensing**

You must hold a Phonographic Performance Licence (PPL) if you intend to play music. While the hall holds a licence under the Performing Right Society (PRS) this does not cover certain theatrical performances including ballet, opera, musical play, revue or pantomime, so you must satisfy yourself you hold all the relevant licences for your intended use.

## **7. Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

## **8. Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

## **9. Safeguarding children, young people and adults at risk**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable

steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

## 10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

People should not be allowed on to the stage area unless prior agreement has been given by the Bookings Secretary. If access permission is granted the stage area should only be accessed from the stairs located on the left and right sides

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

Please see separate Fire Safety Information document.

- (i) You acknowledge that you 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.
  - The location and use of fire equipment. (Include diagram of location when handing over keys.)
  - 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.
  - Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
  - That all fire exits are unlocked and panic bolts are in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no fire-hazards on the premises.

## 11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, 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.

**12. Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. Anyone suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises in accordance with the Licensing Act 2003.

**13. Food, health and hygiene**

You must, 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 but not a thermometer.

**14. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are 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 you must make use of it in the interests of public safety. You must bring to our attention any fault found in equipment belonging to the hall.

If hot water is required in the kitchen for washing up, there is a water heater and on/off switch located in the cupboard to the left of the sink. It is very important that the water heater is turned off after use.

**15. Stored equipment**

We accept 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 we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to above by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

Great care should be taken when stacking and unstacking the chairs. Note that there are two types of chair and in the interests of safety only chairs of the same type should be stacked together.



**16. Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

**17. Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all incidents involving injury to the public to us as soon as possible and complete the relevant section in our Safety File. You must report certain types of accident or injury on a special form to the Incident Contact Centre (Health and Safety Executive). Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

**18. Flammable substances and candles**

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.
- (iii) Candles are not permitted without prior consent from the bookings coordinator. If permitted, candles must be in heat proof containers, and not on surfaces that can be marked, they must only be used in the main Hall away from soft furnishings - nowhere else - and their use must be properly supervised at all times by someone over 21.

**19. Heating**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances. The heating and radiator thermostats must be returned to their original settings before vacating the hall.

**20. Animals**

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises. No other dogs or pets are allowed on the premises unless agreement has been received from the Bookings Secretary prior to the commencement of hire.

**21. Fly posting**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

## 22. Sale of goods

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

## 23. WiFi Services

When using the WiFi service (when available) you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
  - a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
  - b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
  - c) interfering with any other persons use or enjoyment of the WiFi service; or
  - d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

## 24. Termination of the WiFi service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

## 25. Availability of WiFi Services

- (i) We make no promise that the WiFi service will meet all your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi

service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

## **26. Privacy and Data Protection**

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information you should speak to the Bookings Secretary.

## **27. Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return any deposit paid or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) 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.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

## **28. End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. All spillages must be cleaned up as soon as possible and certainly before vacating the hall.

The kitchen water heater must be switched off and all lights switched off. All doors must be relocked, including those unlocked during the booking to comply with the fire safety requirements (see separate document). The keys must be returned to the keysafe which must be left in a locked condition.

## **29. No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises

without our prior written approval. If approved, such items must only be attached from ground level. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

### **30. Bouncy Castles**

The Seaforth Hall insurance does not cover accidents or damage caused by the use of inflatables including Bouncy Castles. These must not be brought to the Seaforth Hall unless the following conditions are met in full. Please note that, owing to the relatively low headroom in the Seaforth Hall, the use of trampolines is not permitted.

- (i) A competent adult must supervise the assembly, disassembly and use of the inflatable/bouncy castle at all times.
- (ii) The person supervising the use of the inflatable/bouncy castle must have their own public liability insurance. For an individual hiring a bouncy castle for a party, the supplier often provides an option to purchase a one-off policy for a modest sum. The hirer should also check to see if they are covered by their own household policy which is quite common. If neither option applies, a one-off policy can be purchased on-line.
- (iii) If the inflatable/bouncy castle is to be hired, then the company hiring out the equipment should have its own insurance to cover for a fault in the equipment which might cause injury or damage. If the company hiring out the equipment is to be present to supervise the use of the equipment, then this company must have its own liability insurance.
- (iv) Owing to the small size of the hall and the relatively low headroom, the bouncy castle should be no more than 4 - 5msq in area and its use must be limited to children up to 5 years of age and no more than 110cm in height.
- (v) The hirer must ensure that:
  - a) access and use is controlled by an adult authorised by the hirer at all times
  - b) when used outside the building, it is securely anchored to the ground at each anchor point
  - c) each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent injury
  - d) soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable.
- (vi) Those who use bouncy castles are at an increased risk of injury, particularly children and others who may not be aware of the dangers. Where the hirer provides, or is responsible for, bouncy castles the Seaforth Hall Committee expects the hirer to take extra care to prevent injuries by making sure measures are put in place that help to reduce this risk. Seaforth Hall guidelines are for hirer to:
  - e) follow the manufacturer's or supplier's safety recommendations
  - f) require children to remove sharp articles like shoes, buckles or jewellery
  - g) not allow overcrowding (to help prevent knocking into each other)

- h) not allow a mix of large and small children at the same time (to avoid larger children crushing the smaller ones)
- i) not allow use by adults
- j) not allow any access to the very youngest children, e.g. under 2 years old.

### **31. Access arrangements**

Door keys, giving access to the hall, are kept in an external key safe. The access code is changed monthly. Hirers will be notified by email of the key safe location and access code prior to the first day of the booking. The key safe code must not be disclosed to anyone else unless the hirer is unable to attend the event themselves in which case it should be given to only one designated person. The hirer is responsible for keeping the key secure and returning it to the key safe after locking the hall. Any loss or damage to the key or key safe will be chargeable and may include changing of the locks in the case of the key being lost.

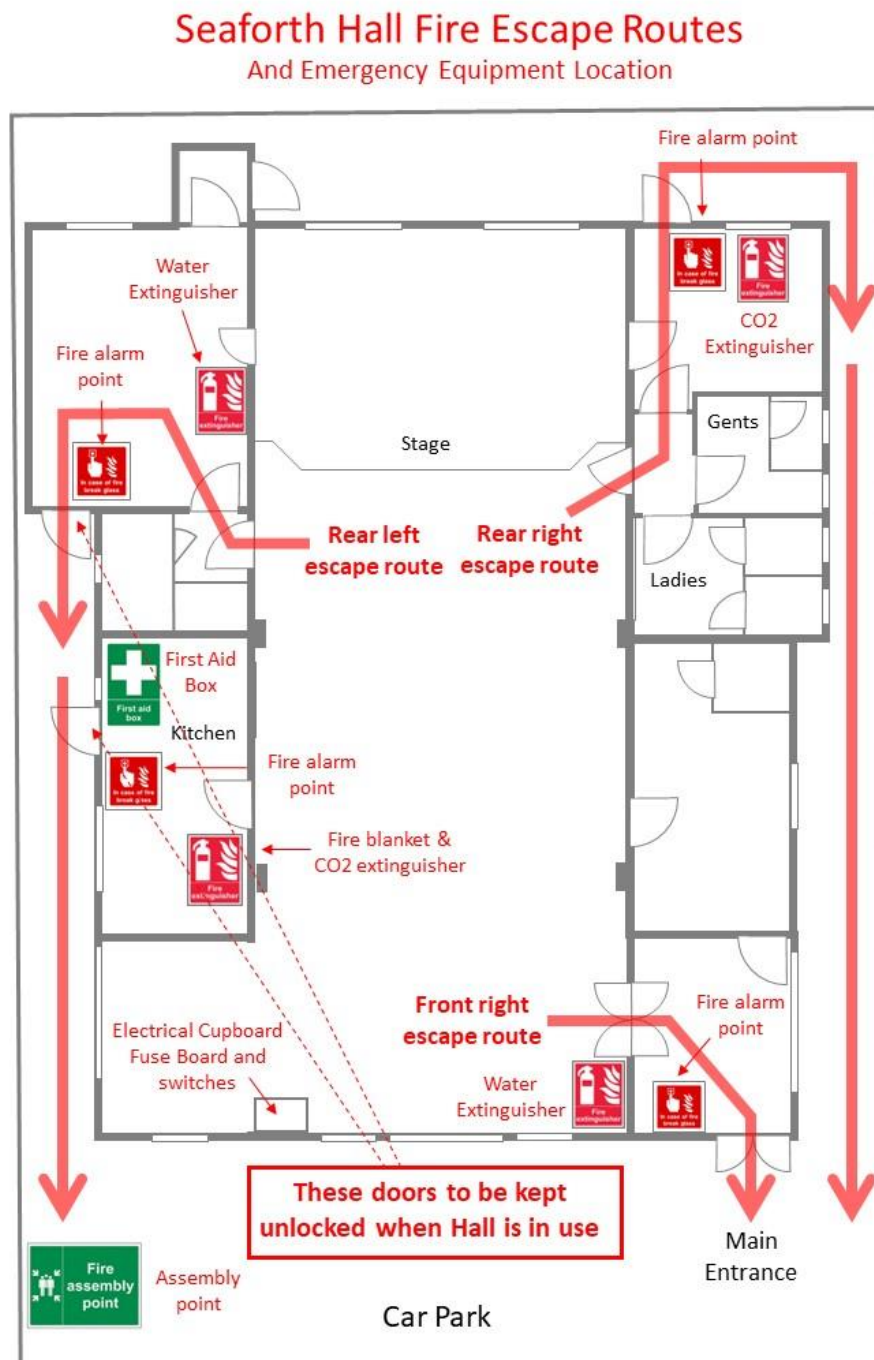
### **32. No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

# Seaforth Hall - Fire Safety Information

1. Please read carefully the information below to familiarise yourself with the fire safety procedures for Seaforth Hall.

The diagram below shows the location of the fire escape routes, firefighting equipment and assembly point.



As indicated by the plan it is important to ensure that the external doors in the kitchen and the rear left room are unlocked while the hall is occupied. Please relock when vacating the hall.

## **2. What to do in the event of a fire**

### **2.1 Raise the Alarm**

Anyone discovering a fire should raise the alarm immediately by activating the nearest fire alarm call point. There are four in the hall (see Plan).

If the alarm has sounded automatically, one person should investigate the alarm condition as everyone else evacuates the building. If it is a genuine fire condition, and if the fire is small and manageable (about the size of a waste paper bin on fire), and the appropriate type of fire extinguisher is available, then an attempt to extinguish the fire can be made, but only if you are confident in using the equipment and sure it is safe to do so.

If an attempt is made to fight the fire, always ensure your escape route is not compromised.

### **2.2 Evacuate the building**

Evacuation should be prompt and calm, with everyone making their way to the designated assembly point.

Head directly to the nearest emergency fire exit. Put your hand against any doors you go through to check that the fire is not on the other side, and the last person out should try to close doors behind them to prevent the fire spreading through the building's "fire compartments".

If the escape route is blocked by fire or smoke use the next nearest available fire exit.

### **2.3 Assemble at the assembly point**

The assembly point is located in the car park in the front of the building. A headcount (or nominal roll call) should be performed, making sure that any visitors are accounted for.

If it is not safe to gather here move the hall occupants across the road to the opposite driveway leading to the cricket ground – but take great care crossing the road as it can be very busy.

### **2.4 Call the emergency services**

As soon as possible call the Fire & Rescue Service (999), with the name, address and full postcode of the property given clearly, along with any helpful information such as the fire type and location.

## **Seaforth Hall, Cuckfield Lane, Warninglid, West Sussex RH17 5UB**

Do not re-enter the building until you have been told it is safe to do so.

Note that the main fuse board/consumer unit is located in a cupboard at the front of the main hall (see plan above). From here the electricity supply can be switched off in an emergency.