



**HASTINGS**  
SPORTS CENTRE

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# HIRE AGREEMENT

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# HASTINGS SPORTS CENTRE INFORMATION

Thank you for making an enquiry about the Hastings Sports Centre situated at 503 Railway Road, Hastings. Some of the services that the Centre offers to user groups and individuals:

## 1. MAIN HALL – 2 Courts

A sports hall, approximately 900m<sup>2</sup> (35.3m long x 27.4m wide), with wooden floor marked out for badminton, basketball, netball, volleyball and tennis (capacity 950). Height: 12m at apex, 7.5m at sides. Overlooking the courts are grandstand seating (capacity 275).

### **Bleacher Seating**

Can be set up if needed at an extra cost. Available are four banks of five tier seating – approximately 45 people per unit. Approximate floor space when set up, 3.4 metres by 4.7metres.

## 2. FUNCTION ROOM

A function room, approximately 130m<sup>2</sup>, with a television with HDMI hook-ups, surround sound speakers and whiteboard for meetings. Currently with seating for 50 people (capacity 150). Other audio visual equipment also available for hire upon request (laptop & projector).

### **Function Room Kitchen**

Complete with Zip, fridge, oven and dishwasher. Limited crockery for 50 people available for hire.

## EXTRAS

- |                      |  |
|----------------------|--|
| 3. TICKET OFFICE     | If required, user responsibility to arrange security for cash takings.   |
| 4. CHAIRS AND TABLES | Function Room has 50 chairs and 10 tables. Also available for hire are 250 event chairs and 30 portable trestle tables.                                |
| 5. CAR PARKS         | Parking for approximately 95 cars.   |
| 6. ACCESSABILITY     | The Hastings Sports Centre is fully accessible with a lift up to the first floor and a lift into the gym.  |
| 7. 3 PHASE POWER     | 5 pin 32 amp power available for functions. Six point splitter box is available for hire inside the gym and outside the back door for food trucks etc. |
| 8. BACK YARD         | A grass area which may be used for outdoor activities. Please make application to the Manager before use.  |

**CONTACT**  
**Hastings Sports Centre Manager**  
Telephone 06-878 0051

## **“CONDITIONS FOR HIRE FOR THE HASTINGS SPORTS CENTRE”**

The Hastings District Council will let the Hastings Sports Centre, subject to the following conditions.

### **1.0 HOW TO BOOK**

- 1.1 You will need to fill out and sign an Application for Hireage form and return to the Manager before your booking can be accepted. Without this the Hastings District Council is free to cancel any pencil bookings and re-allocate to another applicant.

All hirers wishing to run an event at the Sports Centre must arrange a meeting with the Centre Manager a minimum of one month prior to their event, to discuss any additional requirements that may require resource consent.

- 1.2 Applications for the hire of the Hastings Sports Centre can be made to the Hastings Sports Centre Manager via email [hastingsportscentre@hdc.govt.nz](mailto:hastingsportscentre@hdc.govt.nz) or via the website <http://www.hastingsdc.govt.nz/hastings-sports-centre>.

- 1.3 Users may be required to provide a bond which the Hastings District Council will hold until such time as the group discontinues use.

A booking will be deemed confirmed when the form is returned and on payment of the necessary bond. (This bond may be forfeited in the event that the ‘regular’ or ‘casual’ booking is cancelled within ten (10) days of the booking date, or in the case of a ‘large event’ or ‘termly’ booking is cancelled within 3 weeks of the booking date). This may involve forfeiting the full hireage charges applicable to the Hastings District Council. Depending on the size of the booking you may also be required to pay the hireage fee in its entirety prior to the booking start date.

- 1.4 If another group makes an application to book the Sports Centre on the same day that has been requested, the Hastings District Council will contact the initial applicant to let them know they have forty eight (48) hours to confirm their booking by payment of the bond. If, after forty eight (48) hours, the Hastings District Council has received no bond money, the booking will be forfeited and the time slot given to the alternative applicant.

The Hastings District Council shall not be responsible for any loss incurred as a result.

- 1.5 The bond will be refunded if no damage or extra cleaning is required as a result of the hireage to which it relates. In the event that repairs or undue cleaning is required, the bond will be forfeited in whole or in part at the discretion of the Hastings Sports Centre Manager. Should damage or extra cleaning be more than the bond, the extra will be charged to the user as an additional cost.

- 1.6 Hire charges are payable:

- (i) In full (payable to the Hastings District Council) within 30 days of invoice issue date for all non-regular hirer’s. For casual or event hirers an invoice will be issued prior to the start date.
- (ii) Invoices are issued Monthly to regular/seasonal hirers.

Failure to pay hireage fees may lead to loss of bookings and the unavailability of the Hastings Sports Centre for future bookings. Hastings District Council shall not be responsible for any loss incurred as a result.

- 1.7 To become a regular hirer you need to book 20 sessions or more over one year (a session is a morning, afternoon or evening).

- 1.8 Regular hirer’s should nominate representatives to manage bookings as well as keep updated with any changes to the Hire Agreement, issues arising and to provide annual booking dates.

- 1.9 Hire charges are subject to change. Bookings are accepted without prejudice to future price changes and rates applying at date of use will be payable. The Hastings District Council reserves the right to review and increase the fees and charges annually. Any increase in fees and charges will take effect from the 1st of July of the upcoming year following the review date.
- 1.10 The Hastings District Council reserves the right at all times to use the Hastings Sports Centre and its surroundings on any day for any public or civic function (refer to Cancellations 3.0).
- 1.11 The Hastings District Council and Hastings Sports Centre reserves the right to refuse any booking for whatever reason it may determine.
- 1.12 Any unauthorised use of equipment secured by lock and keys will result in bookings being stopped without notice and a fee for use of equipment will be added to your invoice.

## 2.0 HOURS

- 2.1 If you are using the centre for two days in succession and equipment is left set up, even if there is no one in the building, you will be charged until 10:00pm that night and will be charged again starting at 8:00am the next day.

If required an extension of hours to 12.30am shall be permitted provided that:

- a) It does not occur on any two consecutive days, or on more than twenty six (26) single days in any one calendar year.
- b) The property shall be vacated by all persons using the building, whether as guests or as function organisers, by no later than 12.30am.
- c) No vehicles shall be parked between the building and the side and rear boundaries.

## 3.0 CANCELLATIONS

### Events & Whole Term Users

- 3.1 Three weeks (15) clear business days notice via email to the Hastings Sports Centre ([hastingsportscentre@hdc.govt.nz](mailto:hastingsportscentre@hdc.govt.nz)) is required for all cancellations.
- 3.2 Failure to notify the Hastings Sports Centre Manager of a cancelled booking will result in loss of the bond and may result in the hirer being subject to the full payment of the rental for total cancellations.

### Regular Users

- 3.3 Ten (10) clear business days' notice via email to the Hastings Sports Centre is required for all cancellations.
- 3.4 Cancellations to a confirmed booking within these ten days (for regular and casual users) prior to the start date will attract a charge at the following rate:
- (i) First \$50.00
  - (ii) Second \$100.00
  - (iii) Third and subsequent amendments will be charged at a rate of \$200.00

Cancellations to a confirmed booking within these three weeks (for a large event of whole term booking) prior to the start date will attract a charge at the following rate depending on how late the notice is given past the three week deadline:

- (i) Possible Loss of Bond
- (ii) Possible Full Hireage fee if it has resulted in loss of income and/or cannot be re-booked by another user

#### **4.0 KEYS**

- 4.1 The Manager will be based at the Sports Centre during the office hours of 9:00am – 5:00pm weekdays. Any bookings taking place outside these hours will be issued keys on receipt of a key bond payment of \$200
- 4.2 Hirers are responsible for returning any keys they are allocated to the Hastings Sports Centre Manager, as directed.
- 4.3 Any key lost must be notified immediately to the Hastings Sports Centre Manager. Lost keys will incur a \$200 penalty plus any further costs for replacing keys and/or locks.
- 4.4 Keys are only issued to the person who will be responsible for and who will be present before, during and after the event.
- 4.5 Users will be issued with a gate key and be responsible for locking the gate as they leave. If you are the last User Group on site the alarm must be set when you leave the building. Any cars left in the car park can be considered to not be associated with any activity at the Sports Centre and the gate locked.

Please note: opening and closing times are monitored and early start or late vacation of the premises will be charged to the hirer.

#### **4.0 SECURITY**

- 4.1 Regular approved hirers using the Sports Centre outside normal office hours will receive a personalised alarm code to operate the alarm system.
- 4.2 Upon completion of each booking all groups must follow the lock up procedure prior to leaving. Hirers are responsible for shutting windows, turning off all heaters, ventilation, and lights and securing the building (if allocated keys).
- 4.3 Alarm activation resulting in the callout of security will incur a call-out fee by Chubb Alarm Monitoring and will either be on charged to the hirer responsible or deducted from the bond.
- 4.4 Security cameras are in operation around the Sports Centre however there are areas that are not covered.
- 4.5 When unlocking the gate the inner sleeve should be slid back inside the outer one and padlocked to the post and the second arm pushed back to the left hand post and padlocked. If you fail to secure this lock you will incur a penalty fee of \$50.00. Replacement of padlocks will incur a cost of \$100.00.  
For security reasons, any after-hours calls re - hireage of the Sports Centre need to be made by the person in charge of the booking, i.e. the individual who signed the Hireage Agreement. Such calls should be made to the Hastings District Council call centre by using the normal council phone number 871 5000. You will also be provided with the Sports Centre Managers emergency contact number.

#### **5.0 CAPACITY**

- 5.1 The hirer shall ensure that admission to the Hastings Sports Centre is not granted to persons in excess of the authorised capacities for individual areas nor the facility in total (see below).

Area	Capacity Limit
Main Hall	950
Grandstand	275
Function Room	150
Portable Bleachers (per unit)	50
Facility Total Capacity	950

- 5.2 The hirer shall ensure that all exits from the building remain unobstructed at all times.

## 6.0 USE OF THE SPORTS CENTRE

- 6.1 a) The hirer will be responsible for the proper control of spectators, competitors and officials throughout the Hastings Sports Centre and its facilities.

Hirers running activities where schools are involved are responsible for conveying conditions of hire and rules of the centre to them.

b) The foyer, front cobblestones and carpark are not extensions of court space and therefore shall not be used as play or practice areas. It is the responsibility of the Hirer to control this. Any resulting damage for a lack of control in these areas will be billed back to the hiring group.

### 6.2 Housekeeping

a) The function room and associated kitchen, and ticket office are the responsibility of the hirer to leave them in a clean and tidy condition, with all rubbish removed, at all times. (In the event of staff having to carry out extra cleaning after any booking, the hirer will be charged accordingly.)

b) The Sports Centre commits to environmental sustainability, therefore makes every effort to assist hirers to recycle all unwanted waste. Hirers will be responsible for picking up their rubbish and placing it in the correct bins provided and mopping up any spillages. Any extra cleaning costs resulting from a hirer failing to leave the Sports Centre in a tidy condition will be charged to the hirer accordingly. (Leave it as you find it.)

c) Hirers holding 'large' events within the Centre, will need to discuss their rubbish requirements with the Centre Manager. The Centre already supplies recycling bins around the venue that will be emptied by the cleaning staff each day, and cater for normal usage. However, for large events additional bins may be needed. Extra bins/skip can be obtained for users, with the cost of this service being on charged to the user, or groups can make their own arrangements. The Hastings Sports Centre reserves the right to on charge for the removal of excessive amounts of rubbish, if this has not been discussed with the Centre Manager prior to the event.

d) Toilet paper dispensers will be full at the start of each large event. Any extra paper required is the responsibility of the hirer. Extra rolls can be provided if requested and on charged to the user @ \$10 per roll. It is recommended for large event bookings to have an extra roll per toilet.

- 6.3 Heaters are not permitted.

- 6.4 All sports and other organisations hiring the Sports Centre facilities shall provide all their own equipment, unless arranged prior with the Manager. To use the Hastings Sports Centre's sporting equipment it must be booked in advance and a \$5 fee will be charged per use. Failure to return Sports Centre equipment to its correct place will incur a penalty fee of \$60.00.

6.5 As a matter of courtesy to other users, all equipment belonging to the hirer must be removed from the Sports Centre at the end of the hire, unless special arrangements have been made with the Manager to collect at a later date. (Any 'extra' costs occurring as a result of equipment being left in the Sports Centre will be passed on to the hirer.)

6.6 Set Up and Take Down

If any equipment is to be stored within the Hastings Sports Centre or its surrounds, prior arrangements shall be made with the Sports Centre Manager, i.e. if equipment is being delivered or collected from the Sports Centre for a function, it must be installed and removed during the hours of the booking unless prior arrangement has been made with the Manager. Failure to remove gear, inconveniencing cleaners/other users may result in loss of part/all of bond.

6.7 Only approved rubber soled footwear will be permitted to be worn in the Main Hall (i.e. no black soled shoes - only non-marking sports shoes). For all social activities it is the responsibility of the hirer to see that no stiletto heeled shoes are worn on the main hall floor. (Any extra cleaning as a result of black marking shoes being used on the floor, will be charged to the hirer.)

## 7.0 DAMAGE TO PROPERTY

7.1 Hastings District Council will not in any way be responsible for any damage or loss of any property whatsoever placed within the Sports Centre or the surrounds by the hirer or by patrons.

7.2 The hirer will be held responsible for any loss or damage to the Hastings District Council's property (and any other user's property stored in the Centre) by patrons and performers, and will be required to pay the cost of any necessary replacements and/or repairs.

7.3 The Hastings District Council will not be responsible for any loss to the hirer through accident or failure of lighting, by earthquake or by any other unavoidable cause.

7.4 The use of nails, tacks, screws, **adhesive tapes**, extra line markings, or any other such fasteners shall be **strictly prohibited** within or outside the building, without the prior written consent of the Sports Centre Manager and the hirer shall not distribute 'stickers', promotional or otherwise, to spectators, competitors etc. using the Sports Centre. Failure to comply will incur a penalty fee of \$100.00.

7.5 It will be necessary for any groups wishing to decorate the Hastings Sports Centre to first seek approval from the Hastings Sports Centre Manager. At the completion of hireage any approved decorations are to be completely removed. Any decorating that involves lining of the sports centre must be of an approved fire resistant material. Failure to comply will incur a penalty fee of \$100.00.

7.6 Should the hirer wish to provide seats or tables within the Hastings Sports Centre it will be necessary to ensure that all such furniture has adequate protection against damaging the floor.

## 8.0 ALCOHOL, SMOKING, FOOD AND MERCHANDISE

8.1 No alcohol may be served or sold on the premises without approved application to Hastings District Council at which time the conditions of the sale of liquor come into play and a resource consent and liquor licence are required. Application can be made through the council website <https://www.hastingsdc.govt.nz/services/food-and-licensing-permits/alcohol-licensing/special-license/>.

- 8.2 Any hirer wishing to sell food or merchandise or liquor, intoxicating or otherwise, will be required to obtain approval from the Sports Centre Manager.
- 8.3 No gum is to be chewed, eaten or sold in the Sports Centre.
- 8.4 No glass is to be taken on to the hall floor or in the grandstands - drinks must be in cans or paper/plastic cups.
- 8.5 Any spillages of any kind on the floor must be mopped up at the time.
- 8.6 Excessive rubbish, as a result of very large quantities of food and drink being consumed at a function, will either need to be removed by the hirer or the Sports Centre Manager can obtain extra bins, at the hirer's expense.
- 8.7 Catering set up in marquees adjacent to the building need to provide petrol or diesel generators to manage power requirements.
- 8.8 Smoking in all parts of the Hastings Sports Centre is strictly prohibited.

## **9.0 NOISE**

- 9.1 Noise generated by any activity shall not substantially exceed the customary background levels expected within the area. Amplified music must not be audible outside the Hastings Sports Centre and any complaints/action taken as a result of noise, will be the responsibility of the hirer at the time of the complaint. If a noise complaint is made and a fine is issued to hirer will be on charged to the user.

## **10.0 EVENTS**

- 10.1 All organisations hiring the Hastings Sports Centre shall make available tickets or passes to the Manager or his/her nominee so that an inspection of the activities taking place can be carried out at any time if necessary.
- 10.2 The hirer shall not sell any television or other rights or accept rents or royalties on any activities within the Hastings Sports Centre without first having made an agreement with the Hastings District Council to do so and on such terms and conditions as may be agreed to by the District Council.

## **11.0 SUBLETTING**

- 11.1 The hirer shall not sublet any part of the Hastings Sports Centre.

## **12.0 ADVERTISING**

- 12.1 Advertising publicity or club notices will be permitted only at the discretion of the Hastings Sports Centre Manager and are to be placed only on the notice boards provided.

## **13.0 MANAGER**

- 13.1 The Hastings Sports Centre Manager shall have full charge of the Hastings District Council's property in the building, and his/her request with regard to handling, treatment, removal, or replacing of such property shall be fully complied with by the hirer.

## **14.0 EVACUATION PROCEDURE**

- 14.1 Attached to this Hire Agreement is the Hastings Sports Centre Evacuation Scheme which is a requirement of the Fire Safety & Evacuation of Buildings



Regulation 2006. (Appendix 1). Displayed in the Health & Safety Management noticeboard in foyer.

## 15.0 TELEPHONE/WIFI/LIVE STREAMING

- 15.1 Free public WIFI is now available through the Sports Centre and its grounds. When it is being used, like most connections, the more people connected the slower the connection becomes.

Event WIFI is also available. If you rely on a good connection speed for your tournament or event than it is recommended to use the event WIFI as it is not affected by the number of users in the building. This is available on request for a fee;

### Event WIFI Charges

\$25 per event

\$50 if over 2 days

### Regular users wanting faster internet

\$50 per term (once per week bookings)

\$90 per term (more than one booking per week)

- 15.2 Office phones are not for public use as they are business phones. It is the Hirers responsibility to provide services for participants. School teams fall into this category.

## 16.0 HEALTH AND SAFETY REGULATIONS

- 16.1 The hirer will be responsible for ensuring that they have a comprehensive Risk Assessment & Management Plan (template provided – Appendix 2) in place that encompasses the following and that Sports Centre Management holds a copy of this.

- a) That the walkway around the wall of the main hall is out of bounds. Individuals requiring to retrieve sports gear or attach equipment should at all times use safe practices when attempting such tasks.
- b) The grandstand umpire's desk is out of bounds and should not be crawled, walked or stood on. Supervision in this area is required.
- c) Fire safety equipment is for the use of firemen only.
- d) That the function room balcony is potentially hazardous and at no time should anyone climb over the railing. It is the hirer's responsibility that the balcony doors remained locked unless fully supervised.
- e) That all emergency exits are kept clear of obstacles, are not locked, barred or blocked at all times so as to prevent occupants from leaving the building,
- f) That smoke control and fire stop doors are not kept open by methods other than the hold open devices that comply with the building code.
- g) That stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where rubbish is allowed to accumulate.

### 16.2 First Aid/Fire Wardens

All fire safety equipment and fire warden station is located in the ticket office in the front foyer.

- a) The hirer will be responsible for providing their own First Aid kit.

- b) The hirer will be responsible for appointing a person or persons to be First Aider and Fire Wardens (see Procedures for Wardens – Appendix 1) and ensure that the Fire Wardens know:
  - o The location and use of the fire alarm,
  - o The management of means of escape; and
  - o How to implement the Evacuation Plan
  - o Occupiers of the building must evacuate and not attempt to extinguish fires
- c) The hirer must inform the Sports Centre if they intend using smoke devices or any other such items that may cause the installed smoke alarms to go off. Isolation of smoke alarm will be an added expense to the hirer.
- d) The hirer will be responsible for any expenses incurred should a false alarm be caused during the course of their booking. The current charge for a Fire Service false alarm call out is \$1,000.00 plus GST.
- e) In the event of a civil defence emergency the Sports Centre will become an Emergency Command Centre. In which case all bookings will cancel until further notice.

### 16.3 Defibrillator

In the event of an emergency a defibrillator is located in the main hall.

### 16.4 Lifts

Such hirers requiring the use of the lifts for people in their group with disabilities will ensure the lifts are only used by those who need to use them.

The hirer will be responsible for ensuring lift users know how to operate the lifts in case of emergency.

## 17.0 DUTY OF CARE

- 17.1 Children (under the age of 16) need to be in the care of an adult at all times and actively supervised. If an unaccompanied child is being disruptive, destructive or unruly the User Group contact will be notified and it will be the responsibility of the contact to deal with the situation.

In a Civil Defence setting, unaccompanied children and young people must be cared for and kept safe.

**EMERGENCY EVACUATION**  
**PROCEDURE**

**1. ACTIVATE ALARM**

**FIRE SERVICE WILL BE  
DESPATCHED**

**2. LEAVE PREMISES IMMEDIATELY  
BY THE NEAREST EXIT**

**3. REPORT TO ASSEMBLY AREA -**

**FENCELINE AT OUTER EDGE OF CAR PARK**

**Warden to ascertain that all persons accounted for.  
Trained personnel only are permitted to attempt to extinguish a fire.**

## EMERGENCY EVACUATION PROCEDURES FOR STAFF AND PUBLIC IN THE HASTINGS SPORTS CENTRE

The Hastings Sports Centre is furnished with Fire Extinguishers.

### FIRE

A fire in the building is indicated by continuous ringing of the alarm bells.

On continuous ringing of the alarm bells:

1. Leave the building immediately using the main entrance or the exits located in the main hall, function room and either end of the grandstand.
2. Should there be members of the public in reception areas, take them with you and show them the exits.
3. Do not attempt to collect your personal effects.
4. When clear of the building, move quickly - but do not run - to your assembly point – the fenceline at the outer edge of the car park.
5. Do not attempt to return to the building - for any reason - until the “all clear” is given by the Senior Fire Officer.
6. Stay at your assembly point until a roll call has been made.

### SHOULD YOU DISCOVER A FIRE

1. Raise a verbal alarm by shouting “**FIRE**”.
2. Break the glass and press the red button to activate the fire alarm – this will automatically despatch the local Fire Service.
3. Do not attempt to extinguish the fire unless you are trained and certified in the use of fire extinguishers.
4. Always remember that the first action on discovering a fire should be to raise the alarm.
5. Proceed as for fire above.

### EARTHQUAKE

In the event of an earthquake please follow the following instructions:

1. Do not panic - do not attempt to leave the building until the tremors have abated.
2. Keep away from the windows and heavy items of furniture which might topple over.
3. Fire alarm bells will most probably activate but this may not mean there is a fire.
4. In the event of a fire follow the evacuation procedure above so far as is possible in the circumstance.
5. Take shelter under doorways, tables, desks, etc. until the shaking stops then follow the instructions as per the fire evacuation procedure above.

# HASTINGS SPORTS CENTRE EVACUATION SCHEME

## PROCEDURES FOR THE SENIOR WARDEN

### IN THE EVENT OF A FIRE EMERGENCY

#### On hearing the Warning Signal:

1. The local Fire Service will be automatically despatched.
2. Report to Front Entry (carpark) with 'Assistance Required' form (register of disabled persons).
3. Receive status reports from Floor Warden.
4. Advise the Fire Service of situation.
5. Maintain a position with evacuated persons at the assembly point until all clear is given.

### PREPARATION BEFORE A FIRE EMERGENCY

#### Introduction

In a fire emergency it is important that everyone knows what to do. Fire can cause panic, which may be more dangerous than the fire itself. If everyone knows what to do, and is confident with procedures, then panic and injury can be averted.

#### What is your job?

- ◆ Know how to call the Fire Service
  - Pre-arrange a cell phone or contact a neighbour
  - Practise what to say
- ◆ Know where your extinguishers are located
- ◆ Know where the Fire alarm call points are located
  - Know how to operate the call point
- ◆ Know where your exits are located
  - Check that they are not locked, blocked or barred while the building is occupied
  - Know how to operate exit doors and check that the doors are actually open
- ◆ Check that EXIT signs and EVACUATION NOTICES are in place and readable

# HASTINGS SPORTS CENTRE EVACUATION SCHEME

## PROCEDURES FOR THE FLOOR WARDEN

### IN THE EVENT OF A FIRE EMERGENCY

#### On hearing the Warning Signal:

- (1) Evacuate occupants from your floor area (including toilets and changing rooms) via the nearest safe EXIT. Follow Evacuation Exit Plan.
- (2) Assist, where possible, any people with disabilities to evacuate the building.
- (3) Note the location of any persons remaining in the building, including disabled.
- (4) Organise all evacuees assembled in the carpark into groups so that a head count can be carried out.
- (5) Report to Senior Warden and advise status of evacuation.

#### PREPARATION BEFORE A FIRE EMERGENCY

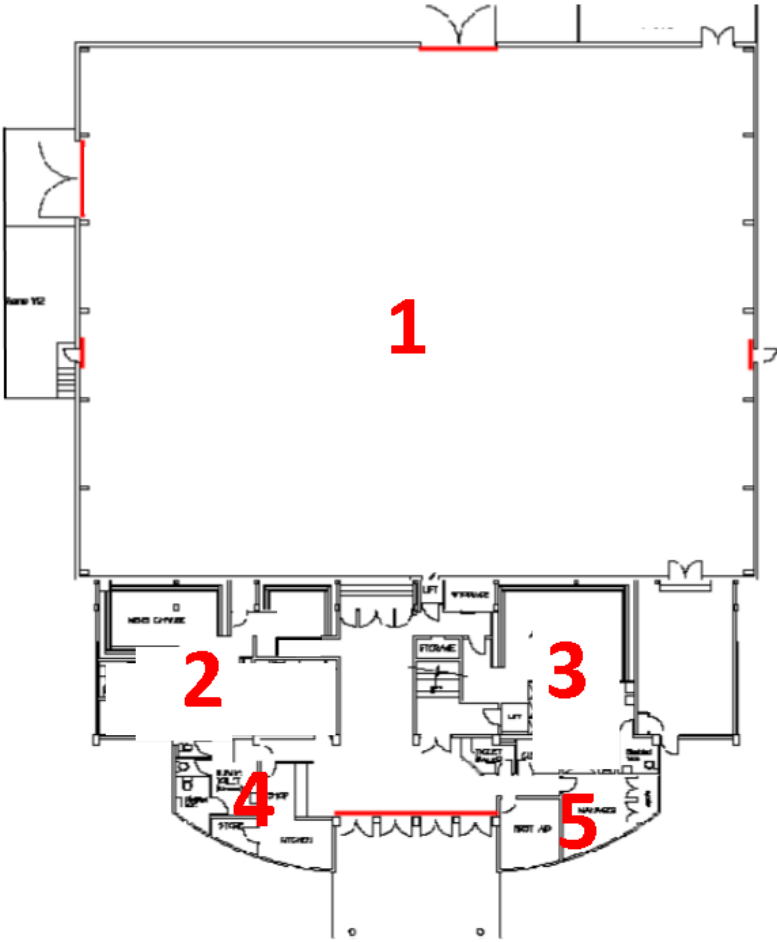
##### Introduction

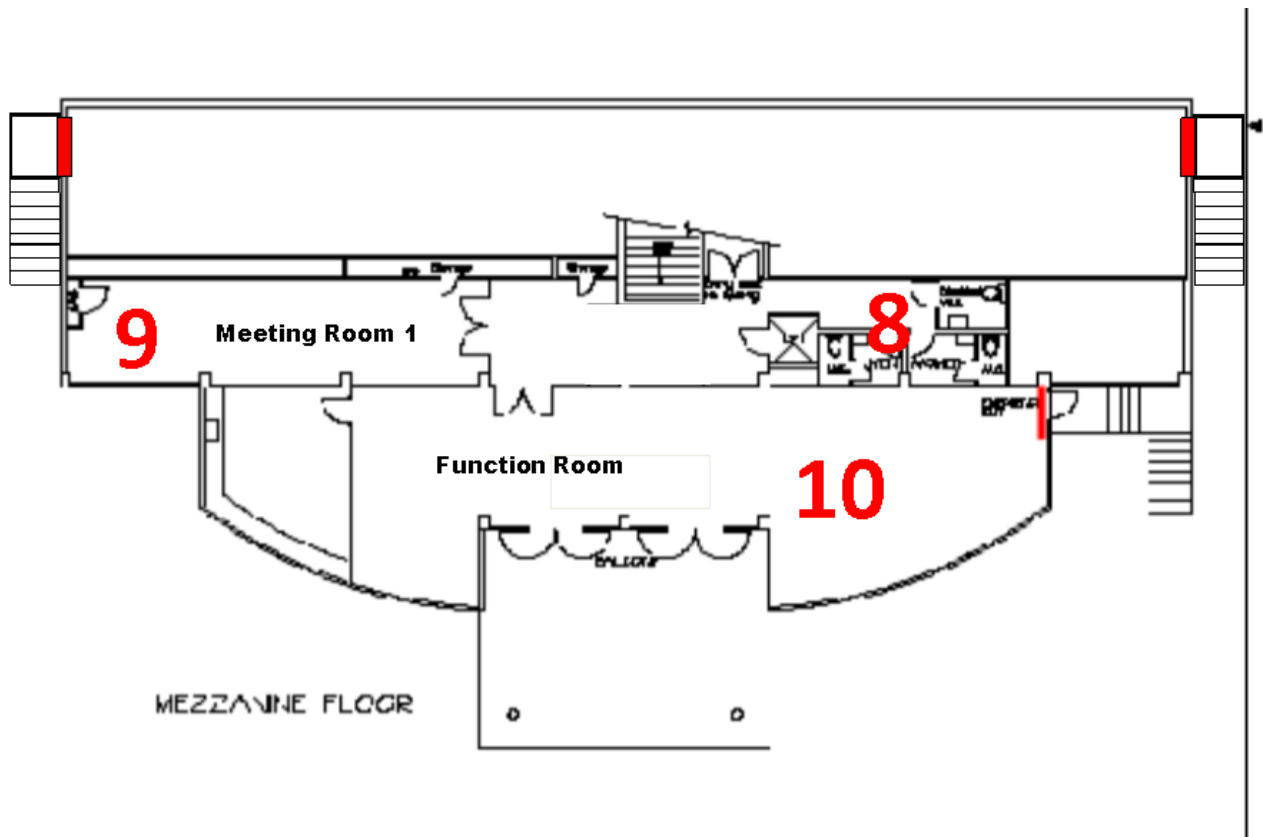
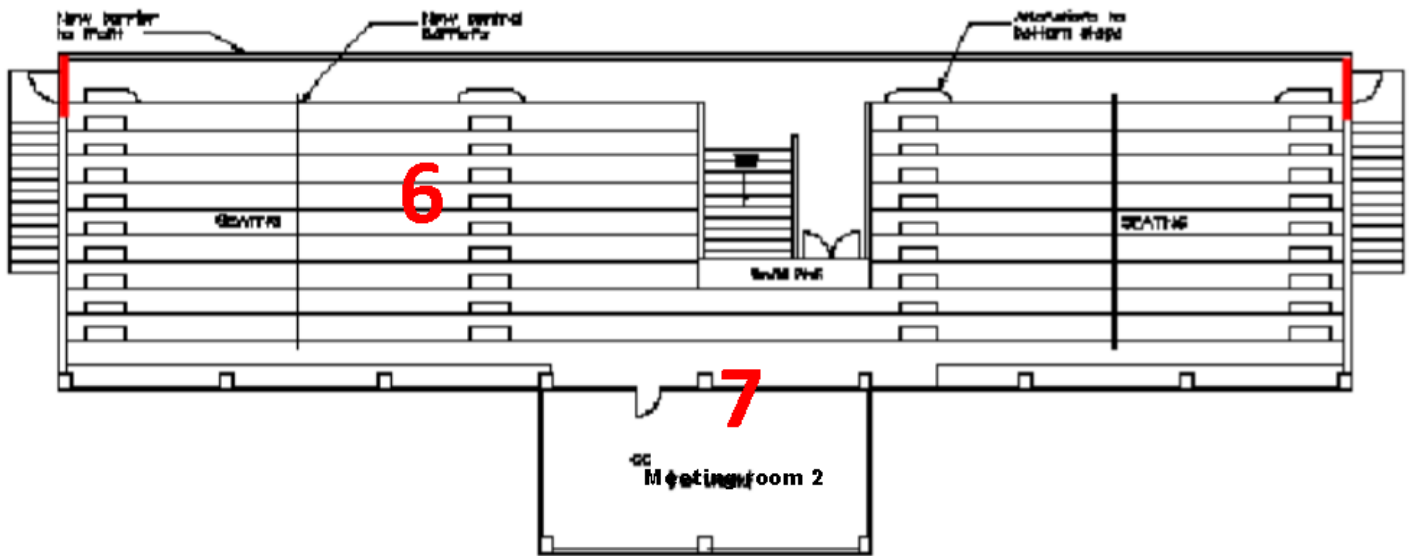
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##### What is your job?

- ◆ Know how to call the Fire Service
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  - Practise what to say
- ◆ Know where your extinguishers are located
- ◆ Know where the Fire alarm call points are located
  - Know how to operate the call point
- ◆ Know where your exits are located
  - Check that they are not locked, blocked or barred while the building is occupied
  - Know how to operate exit doors and check that the doors are actually open
  - Know the Evacuation Exit Plan
- ◆ Check that EXIT signs and EVACUATION NOTICES are in place and readable.

**HASTINGS SPORTS CENTRE  
FLOOR WARDEN  
EVACUATION EXIT PLAN**







**Appendix 2**

**RISK ASSESSMENT AND MANAGEMENT TEMPLATE**

Please complete this form as part of bookings requirements of the Hastings Sports Centre

EVENT/ACTIVITY:	
DATE:	

***RISKS:** (identify any potential losses, accidents, injury and any other forms of damage, risks that may occur)*


***DANGERS:** (discuss the causes of any risks and the strategies you will use to stop these from occurring)*

CAUSAL FACTORS	RISK REDUCTION STRATEGIES
<b>PEOPLE:</b>	
<b>EQUIPMENT:</b>	
<b>ENVIRONMENT:</b>	

**EMERGENCY MANAGEMENT PROCESS** (Briefly outline your process for dealing with an emergency situation)

**COMMUNICATION** (list below the names and cell phone numbers of organisers and key staff/volunteers for your activity)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_