

The Leigh and Bransford Memorial Hall  
**CHECK OF FIRE FIGHTING EQUIPMENT**

**TYPE, APPLICATION AND LOCATION OF THE SEVEN (7) PIECES OF  
FIRE FIGHTING EQUIPMENT AT THE LEIGH & BRANSFORD  
MEMORIAL HALL**

**LAST UPDATED OCTOBER 2018**

**IMPORTANT NOTICE**

Your safety is important to us. Hirers are therefore required to familiarise themselves with  
the

TYPE, APPLICATION AND LOCATION OF THE AVAILABLE FIRE FIGHTING  
EQUIPMENT IN THE BUILDING *BEFORE COMMENCING THEIR HIRE.*

**AT THE END OF THE EVENT THE LEAD HIRER MUST THEN CONFIRM  
(BY A TICK AGAINST EACH OF THE LISTED ITEMS BELOW IN THE  
'OK?' COLUMN) THAT THE EQUIPMENT HAS BEEN LEFT IN THE  
SAME CONDITION (i.e. UNUSED) AND LOCATION**

PLEASE USE THE 'COMMENTS' COLUMN IF APPROPRIATE

<b>TYPE</b>	<b>LOCATION</b>	<b>OK?</b>	<b>COMMENTS</b>
Powder Extinguisher	Bar		
Water Additive Extinguisher	Main Entrance		
CO2 Extinguisher	Kitchen		
Fire Blanket	Kitchen		
Water Extinguisher	Small Hall		
Foam Extinguisher	Large Hall		
Foam Extinguisher	Toilet Lobby (Rear of New Hall)		

When you have completed the checklist, please sign it below and leave it on the lower working surface in the kitchen. A Trustee will collect it later today and use it to check through the building before the next hire.

Signature ..... Date .....

We also would value any feedback you may have to help us improve the experience for future hirers. Attached to this checklist is an optional feedback sheet for any comments you or your guests may have. Thank you.

*The Leigh and Bransford Memorial Hall Trustees*

### FEEDBACK SHEET

As Trustees we work hard to create and maintain a cost-effective and attractive environment in which people can gather and meet. The Leigh and Bransford Memorial Hall has been here for almost 100 years and we want to make sure (within our financial means) that this heritage not only continues but also meets the needs of today's community.

This much valued community resource survives solely on the revenue it generates from hire fees, fundraising activities and various small grants and awards we are successful in securing from time to time. Over the past 5 years we have invested nearly £70,000 upgrading the building and its amenities by installing a new, air-source heating system, new toilets, a new kitchen, refurbishing the original wooden flooring and a host of other smaller internal and external improvements.

We will continue to invest what financial resources we can generate (after clearing annual overheads) to make further improvements. Our next major ambition is to upgrade all the building's windows and internal wall insulation to make sure the venue is as warm and welcoming in the cold winter months as it is during the summer.

With this in mind we would welcome any feedback for further improvements you may have for us to consider as more funds become available. Please use this page (and overleaf) to let us know if and how we could do better within the resources at our disposal.

Thank you

The Leigh and Bransford Memorial Hall Trustees