



COMHAIRLE NAN EILEAN SIAR

Finance and Corporate Resources Department

STORNOWAY TOWN HALL: HIRERS BRIEFING SHEET

Type of Function:	
Number of Stewards:	
Date of Function:	

CHECKLIST

- Head Steward identified
- Emergency exits notified
- Fire alarms and appliances notified
- Fire evacuation procedure confirmed (route, checks, assembly point)
- First aid arrangements notified
- Terms and Conditions of Let re-issued
- Clause 18 re-iterated

Please Tick

The numbers of persons to be admitted to functions in the Town Hall shall be in strict accordance with those determined by the Fire Master as follows:

CAPACITY Standing 250 Or Seated 270

I can confirm that I have completed the briefing session with the hirer:

Signed (for CNES)	
Name	
Date	

I can confirm that I have read the Terms and Conditions of hire and have the required number of stewards present for this event:

Signed (for hirer)	
Name	
Date	