

TCA Named Responsible Person (NRP) Checklist

I accept responsibility for ensuring the following is adhered to the best of my ability, and I will be responsible for securing the building. If I am not present at an event, I must appoint a person to accept the role on my behalf and will brief them accordingly.

1. Public Safety

- a. The maximum capacity of the room I am using is as advised. No unauthorised persons will be admitted to the event and a procedure is in place to ensure this is controlled.
- b. I have read and understood the fire evacuation and emergency procedures.
- c. I will check the locations of fire exits before people arrive and that the fire exits are always kept clear during the event.
- d. At least other people will be aware of the fire evacuation procedures and exits and will help others to leave the building safely and quickly, if needed.
- e. I understand that any materials or electrical equipment brought into the building that could increase the risk of fire must be approved by the TCA prior to the event and, where appropriate, have a PAT certificate and a risk assessment must be carried out.
- f. No special effects machines are to be used in the building unless approved by the TCA prior to the event.
- g. I understand that naked flames (candles/tea-lights) are not permitted on the premises.
- h. I am aware that if food is to be sold, the preparation, storage and handling must comply with current Food Hygiene Regulations.
- i. I am aware that I am responsible for everyone attending the event.

2. Public Nuisance

- a. I will ensure that a) any smoking, including the use of e-cigarettes, is not allowed within the building or the car parking area and b) no glasses or bottles should be taken outside the building.
- b. I will monitor noise levels and will make every attempt to ensure that noise outside and escaping from the building is kept to a minimum by keeping self-closing doors & windows closed, turning down volume of sound, requesting people to arrive & leave quietly and not to congregate outside late at night.
- c. I understand that the Millfield may be used for parking, but on short grass only up to the War Horse statue. There is a public pathway and care must be taken.
- d. I will ensure that all guests leave the premises quietly by 12 midnight and all staff / organisers leave by 12.30am
- e. I understand that any licensable activities must be in accordance with Premises Licence (displayed on notice board or from Bookings Office).

3. Crime and Disorder

a. I agree to take all reasonable steps to prevent disorderly conduct.

b. I will not knowingly permit any illegal acts to be carried out on or around the premises.

4. Protection of Children

a. If I am organising activities involving children, I have read the TCA Child Protection Policy and understand that I should have my own policy.

5. General

a. I accept responsibility for complying with all the booking conditions.

b. I agree to remove all rubbish, clean up & leave the building as it was found. Any rubbish left, or excessive cleaning required will incur a penalty charge.

c. I will strive to ensure that no structural, or decorative damage is caused to the building or immediate environment.

d. I will ensure that the building is left secure: that the rear and side doors are closed, all inside lights are off, taps closed and front door is locked securely.

e. I acknowledge that films may only be shown in accordance with current legislation and especially that the admission of children to films is restricted in accordance with the Licencing Act 2003 (relating to film classification).

Event

Date of Event.....

Signed:.....Date:.....

Print Name:.....