



THE BENACRE COMPANY

Tel (01502) 675 029
Fax (01502) 675100
www www.benacre.com

The Estate Office
Hall Farm,
Benacre,
Beccles,
Suffolk
NR34 7LJ

EVENT NOMINATED RESPONSIBLE PERSON

DUTIES

Fire Marshall

- Have guest list to give to emergency service if needed.
- Ensure no smoking other than in designated area
- In case of fire ensure emergency services are contacted, fire bell is rung and people evacuated from premises and assemble in assembly area by main gates

Alcohol

As Wood Farm Barn is a Licensed Premises be aware and ensure:

- Alcohol is not sold to anyone under the age of 18
- That alcohol is not consumed by anyone under the age of 18
- That anyone under the age of 18 does not buy or try to buy alcohol
- That no one buys alcohol for anyone under the age of 18

General

Ensure premises secure at night
Ensure rubbish is taken away at the end of the event.

Signed:

Dated: