

## **Safety Standards for Decorations at Norwich Arts Centre (NAC)**

Decorations may be brought into the venue provided they do not cause damage, are properly secured/weighted and meet our fire safety standards. Our Duty Manager will assess all items on the day of the event and will make the final decision on whether they are permitted.

Alongside the existing lighting and decorations in the venue, NAC can provide festoon lighting for the main hall or foyer.

In addition to this, our current risk assessment permits bunting or garlands made from cotton or cotton-blend fabrics. For all other decorations, please follow the guidance below:

### **Wallcoverings, Signage & Banners**

These will be assessed on a case-by-case basis, but any large or fabric-based signage must be flame-retardant.

### **Foliage & Floral Arrangements**

Dried or artificial foliage may need to be treated with a flame-retardant spray.

### **Lighting, Electrical & Candles**

Electrical items should be new or PAT-tested. Please ask if you are unsure, as we can provide PAT testing.

We do not allow any open flames in the venue.

### **Homemade Decorations**

Homemade decorations must be made from inherently flame-retardant fabrics or fabrics treated to be flame-retardant, with a 'Fire Retardant Spray'. Please ask if you need more information.

### **Fire-Fighting Equipment**

The venue provides fire extinguishers, clearly marked exits, signage, detection, evacuation plans, and staff training under **Regulatory Reform (Fire Safety) Order 2005**