

Instructions and Conditions of Use for Holy Saviour's Parish Centre

Hire fees

You will be charged an hourly rate for the use of the Centre. For one-off events, we will invoice you in advance, indicating the methods of payment. Fees need to be received in full prior to your event. The rates are dependent on the size of the room booked. The hourly rate is reviewed annually.

Opening and Closing

A key holder will open the Centre for you and close it at the times indicated on your booking form. Please ensure that any outside caterers or contractors are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone Steve Dixon(Vicar) 07729 393 580 / 0191 697 4562 in case of difficulty.

Safety

No smoking is allowed inside or around the Centre.

The Centre Health and Safety file is available for your use and is kept in the Parish Office.

A First Aid Box is located by the window in the kitchen.

Location and Use of Fire Equipment

Fire extinguishers are located next to the Centre entrance and toilets. There is also a fire extinguisher and a fire blanket located in the kitchen.

In the event of a fire, the Centre should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the Centre is occupied and the manner of opening fire doors should be made known to your users.

Bouncy Castles and inflatable play equipment

We do not permit the use of bouncy castles and other such inflatable play equipment in or around the Centre and Church.

Accidents

All hirers are required to complete details of any accident or incident occurring during their occupation of the premises (which did or could give rise to injury) as soon as possible after the accident/incident but in any case **before the premises are vacated** by them after the event. The Accident/Incident Book can be found by the kitchen window. Any significant incident should be reported immediately to the Vicar or a Churchwarden.

Heating

The heating will be programmed to match your hire period. Please inform us at the time of booking if you need the Centre to be particularly warm or cold.

Please note that changing the heating thermostat will have no immediate effect as it takes a while for the Centre to warm up in cold weather.

Chairs and tables

There are 40 chairs and 12 folding tables in the Centre across the two meeting rooms. The small room can take a maximum of five tables with six seated at each. The big room can accommodate a maximum of nine tables with six seated at each.

Kitchen

The Centre has a small galley kitchen with single washing up sink/drainage, under-bench fridge and four ring hob and oven. It is suitable for making light refreshments.

Telephone

The Centre has no public telephone so you are advised to bring a fully charged mobile telephone for use in an emergency. Mobile phone signal is limited inside the Centre, but is usually good outside.

Car Parking

There is no dedicated car park, so parking is on the road. Please be aware that parking at the weekend is very limited and park with consideration for our neighbours and their driveways.

Care of the Centre

Please do not use drawing pins or sellotape on the walls or other surfaces; use blu-tack if you need to put up notices. Do not fix decorations near light fittings or heaters as this could cause a fire.

Please leave the Centre clean and tidy. In particular we ask that you ensure table tops are wiped clean after use. The Centre is cleaned by volunteers once a fortnight, so the next users rely on you leaving the Centre in a useable state. Cleaning equipment can be found in the kitchen and the store cupboard at the end of the corridor. **We reserve the right to charge hirers for any additional cleaning we deem necessary.**

Please do not leave any rubbish in or around the Centre – take it away at the end of your session as our bins cannot cope.

Parties for Teenagers

Unfortunately, due to some experiences of damage during parties held for teenagers, we no longer take bookings for such events.

Faults/Damage/Comments

Please report any faults or damage to the Vicar or Churchwardens as soon as possible so that they can be rectified quickly. We welcome constructive comments or observations you may have about the hire of the Centre.

Finishing

The building should be vacated at the agreed finish time. If your event is in the evening, please be considerate to local residents and leave quietly at the close of your event.