

St Peter's Church Centre, Wellesbourne, CV35 9LS

Dear Hirer,

Please read these instructions and comply with them when hiring St Peter's Church Centre

FIRST AID KIT is located by the hand wash sink in the main kitchen. In the event of an accident please let the booking secretary know so stocks can be replenished. And complete the **ACCIDENT BOOK** which is found on the same hook as the kit.

EMERGENCIES: In the case of an emergency use a mobile phone to call for assistance.

FIRE: In the case of fire please vacate the premises immediately by the external fire doors which are clearly marked and gather outside the back of the King's Head. Ensure everyone in your party has left and close doors as you go. Use a mobile phone to call the fire brigade. Ensure all your party are aware of this procedure.

ACCESS: Pick up the Key from the appointed key holder. Please leave on time which allows for cleaning between bookings. Lock and secure all doors and windows and return the key to the designated keyholder.

ONLY use the rooms you have hired. Allow time in your hire period both for preparation and for clearing away after your event. If you are using the keysafe do not leave it open at any time.

Report to the booking secretary any **problems**, breakages, operating difficulties, or anything to consider to be unsafe.

LEAVE the centre clean and tidy. Brushes etc. can be found in the cleaner's cupboard. All the chairs and tables should be put away in the storage position you found them, otherwise you may incur an additional charge from the caretaker. Turn off all **LIGHTS** except the toilet and porch lights which are automatic).

RUBBISH: It is expected you will recycle your rubbish and take it away with you, Other than a small amount of kitchen waste, e.g. teabags and paper towels, please take any litter home with you, and don't use the churchyard bins. If it's a party, please make sure you come with sacks for your litter.

HEATING CONTROLS AND TIME CLOCKS: Do not tamper with any time clocks or heating controls as these have all been pre-set. People complain to us if it's cold because a previous hirer has turned a radiator off.

DISHWASHING: You need to bring any tea-towels and hand towels you will need. If you use the Dishwasher please follow the instructions on the kitchen notice board, including turning it on an hour in advance with its grey perforated standpipe in place. Ensure that the machine is drained and cleaned after use and the electric supply switched off on the wall behind it. You do not need any dishwasher detergent or rinse aid this is provided and fed to the machine automatically.

FOOD HANDLING: It is expected that your group will be food handling compliant if serving food.

Turn off the **ELECTRIC COOKER** if you have used it and ensure that it is reasonably clean.

If you use the **REFRIDGERATOR** please wipe out after use and take all unused food on leaving or else label with name and date anything you are leaving for next time.

The whole of the premises are **NO SMOKING**.

EQUIPMENT: If bringing in play equipment (e.g. bouncy castle) it is your responsibility to ask your provider for a risk assessment.

ALCOHOL: We do not have an alcohol licence so one must be obtained if you are selling alcohol and shown to the booking secretary before the sale of alcohol takes place. The licensee will be responsible for all issues relating to the sale of alcohol. You may put a moderate number of clean empty bottles in the blue churchyard bin.

PERSONAL ITEMS: All of the personal items brought to the Centre are at your own risk and the Parochial Church Council will not be held responsible. Your contact details will be securely kept by the Bookings Secretary, in case we need to contact you further if problems arise.

All **CAR PARKING** must be in designated places to ensure full use of the car park. Car parking is entirely at owners risk and this should be made clear to all persons who use the car park. Please **DO NOT PARK** in any other area of the church centre grounds and in particular the roadways, as the owners of the adjacent properties jointly own them, also emergency vehicles need the roadways for access.

SAFEGUARDING: It is expected if you are working with children or young adults without parental supervision or with vulnerable adults you will comply with safeguarding and DBS expectations.

FLOOR PLAN: This can be found on the main notice board.

September 2019