

Hiring St Peter's Church centre.

Please read these instructions

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. 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. Allow time in your hire period for preparation and clearing away after your event.

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. Bring your own tea-towels and don't leave any behind.

HEATING CONTROLS AND TIME CLOCKS: Do not tamper with any time clocks or heating controls these have all been preset.

DISHWASHER: If you use the Dishwasher please follow the instructions on the kitchen notice board. Ensure that it is drained after use and the electric supply switched off on the wall behind it. Wipe out after emptying. 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 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 eg bouncy castle, laptop etc it is your responsibility to ask your provider for a risk assessment and to ensure your equipment is electrically safe.

ALCOHOL: We have no 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.

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.

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

GENERAL DATA PROTECTION REGULATION it is expected you will be compliant with this regulation

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

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