

St Peter's Church

Dear Hirer

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

- **FIRST AID KIT** is located below the bookcase by the last pew in the South Aisle. In the event of an accident please inform the church warden so stocks can be replenished. And complete the **ACCIDENT BOOK** which is found on the same hook as the kit. It is good practice to ensure there is a first aider present when there is more than 100 people in your gathering.
- In the case of an **EMERGENCY** use a mobile phone to call for assistance
- In the case of **FIRE** please vacate the premises immediately by the external fire doors which are clearly marked and gather in the church centre car park. Ensure everyone 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. For gatherings **over 100** it will be necessary to unbolt the exit door by the toilet. Please ensure this is bolted again before you leave
- **ACCESS** Arrangements to access the church will be via the Parish Administrator or your contact person
- **REPORT** any problems, breakages, difficulties or issues deemed to be unsafe to the Parish Administrator
- **LEAVE** the church clean and tidy – a vacuum cleaner and brushes can be found in the cleaning cupboard by the toilet with extension lead. Please return tables and stack chairs. Turn off all **LIGHTS** (sensor light down the South Aisle will remain on)
- **HEATING CONTROLS AND TIME CLOCKS.** Do not tamper with these as they have been pre-set
- **KITCHEN** If you have used the kitchen it is expected you will leave it clean and tidy
- **RUBBISH** it is expected you will recycle your rubbish and take it away with you
- **FOODHANDLING** it is expected that your group will be food handling compliant if appropriate
- This is a **NO SMOKING** premises
- **EQUIPMENT** If bringing in equipment eg laptop etc it is your responsibility to ensure it is safe to use
- **ALCOHOL** We do not have an alcohol license. One must be obtained if you are selling alcohol and shown to the Parish Administrator beforehand. The licensee will be responsible for all issues relating to the sale of alcohol
- **PERSONAL ITEMS** brought are at your own risk and the Parochial Church Council will not be held responsible
- **CAR PARKING** must be in the designated places to ensure full use of the car park space. Car parking is entirely at the risk of the owner and be made clear to all who park. **DO NOT** park in other areas as it the only access for emergency vehicles to adjoining properties.
- **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
- **RISK ASSESSMENTS** it is your responsibility to create your own assessments associated with your activity or to comply with existing ones for the church

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