

Christ Church Centre information for hirers

- There is no wi-fi in the Centre available to hirers.
- The Wade Room, our main hall, is on the left as you go into the Centre (there is a sign on the door).
- The Mascall Room is to the right as you go into the Centre.
- The Sewell Room is on the right just past the kitchen. There is a serving hatch from the kitchen.
- The Fisher room is at the top of the stairs on the left.

- There is a First Aid Kit in the kitchen. All accidents must be reported on an accident form found in the First Aid box.

- Heating in each room is controlled by thermostats on individual radiators. DO NOT amend the main thermostat. In addition: -
 - The Wade room has two additional convector heaters and a fan heater
 - The Mascall room has a fan heater
- For your safety, do not leave the front doors open, or on the latch, during your event as unwanted guests may come in. DO NOT lock the front door with the mortice key from the inside.
- The kitchen is available for all hirers and has an oven with induction hob, fridge and microwave.
- The kitchen has a small handwashing/general sink plus a main sink and drainer for food preparation and washing up only.
- The kitchen drawer unit to the left of the main sink contains cutlery (no sharp knives for Health & Safety reasons), tea towels and cork mats. The high double cupboard to the right of the main sink contains mugs and the high small cupboard to the right of the handwashing sink contains glasses. There are saucepans, large plates, small plates and dishes in the cupboards to the left of the sink. The pantry to the right-hand side of the kitchen as you enter the Centre has extra cutlery, cups, plates, etc. in it. Please wash up what you use and return items to their correct cupboard. Please wipe up any drips on worktops or cupboard doors. Cleaning materials are stored under the sink.
- **DO NOT** place any hot items, such as teapots or saucepans, directly onto the worktops. Please use the cork mats provided.
- The Wade Room has several chairs - use them as required and return them afterwards to under the front window.
- Use of a Bouncy Castle is permitted in the Wade room, but it must not be affixed to anything such as radiator pipes, etc. There will be an extra charge for the electricity used.
- There are plastic chairs in the Sewell Room together with some small tables - please feel free to use them or move them as you need in the Sewell Room or Mascall Room and return them afterwards.
- There are long tables on the trolley in the hallway on the way to the toilets - please feel free to use these in any room if you need to and then return them afterwards.
- No food is to be taken into the Fisher or Mascall rooms.
- The toilets are towards the rear of the building.

- Please ensure you leave the room(s) clean and tidy (there are dustpans and brushes by the bins at the entrance) and take your rubbish away with you.
- Gas and electric meters and the fuse box are in the cupboard immediately to the left as you enter the Wade room.
- The main water stopcock is situated in the kitchen behind the panel with a handle. A water stop cock for the toilets and sinks in the toilets is situated under the sinks in the ladies' toilets.
- ONLY recyclable waste is to be placed in the outside blue bin
- Fire Extinguishers are situated as shown in the table below: -

SITUATED	EXTINGUISHER TYPE
Front entrance	CO2 Foam
Rear entrance	CO2 Water
Sewell room	CO2 Water
Upstairs landing	CO2 Foam x 2
Kitchen	Fire blanket

When you leave:

- All radiators MUST be turned off, unless the first radiator on the right in the Wade room has a plastic lock cover on the valve.
- Check that nobody is left in the building, including the toilets.
- Return all chairs to where you found them.
- Check that all lights are turned off.
- Check that all windows are closed.
- Check that all doors are closed, including fire doors.
- Lock the front door – Both Yale lock (ensure not left on latch) and mortice lock.
- Return keys to the key safe box.

Centre Emergency Contact Telephone Number Hazel [07783 771011](tel:07783771011)

This number is ONLY for emergency use.

Alternative numbers ONLY if Hazel is unavailable.

Andy [01603 526661](tel:01603526661)

Barry [01603 484503](tel:01603484503)