

Hall User Guidelines for St Andrew's Church Hall, Taunton

This document contains important information for all Hall Users hiring and using the premises.

If you have an enquiry regarding the booking details, payment or cancellation terms please refer to the affiliated document "Hall Booking Terms and Conditions".

Basic Information

The Hall: **St Andrew's Church Hall, Kingston Road, Taunton, TA2 7SB.**

Main Contact: Hall Manager - Cherry Hingston

E-mail: hallstandrews45@gmail.com

Contact number: 07578395159



The premises includes a Main Hall, the Weston Room (meeting room), a commercial kitchen, parking for seven vehicles and an outside green space. The maximum capacity for the whole premises is 240. The driveway and lands are shared with two separately managed organisations; St Andrew's Club and the North Taunton Scout Group.

The Hall has the following documentation available on request: Public Liability Insurance, Health and Safety Policy and Risk Assessments. St Andrew's Church has further policies available on request, such as a Safeguarding Policy and Data Protection Policy. Plus, a Premises Licence; licensable activities include the provision of regulated entertainment, to include plays, indoor sporting events, live music, recorded music, performances of dance and anything of a similar description (indoors). The times for these activities can be between 9:00am until 11:30pm.

The Hall Hirer and Hall User Responsibilities

The Hall Hirer is the person who has arranged the Hall Booking. The Hall User is the person reasonable during the hall hire period. The Hall Hirer and Hall User are often the same person. If not, the delegated individual must be 21 years or older and their full contact details must be provided to the Hall Manager in advance and added to the booking details. The Hall User are responsible for ensuring they and anyone utilising the premises during their hire period abides by the guidelines in this document.

General Notifications – a few important Dos and Don'ts

- ✓ The Hall Committee ask that the premises is used respectfully and due to being situated in a residential area, please respect the neighbours by leaving quietly, especially late in the evening.
- ✓ The premises does not have a reception area and Hall Staff work remotely, however will occasionally be present on the premises for maintenance, cleaning and other required tasks. The Hall Users are asked to respect and follow any ad-hoc instructions given by Hall Staff.
- ✓ The Hall has Wi-Fi available to Hall Users; the details can be found on posters in the premises.
- ☒ No smoking inside the hall - smoking is only permitted outside the main entrance and please use the outdoor ashtray provided.
- ☒ No drinks or glassware permitted outside of the premises.
- ☒ Real flames are prohibited, strictly no BBQs, candles, sparklers or fireworks, inside or outside.
- ☒ Pyrotechnics are prohibited, such as the devises for the production of smoke or fire-work effects.
- ☒ Ball games are not permitted inside the hall, due to the hung ceiling and risk of falling ceiling tiles.
- ☒ Halloween themed parties or events will be rejected by the hall's committee.

Parking

Parking is available for Hall Users on the premises: there are seven parking spaces on the right-hand side marked for Hall Users Only. The driveway must be kept clear at all times. The parking on the left-hand side of the premises, which is signed for St Andrews Club, must be kept clear at all times.

Pay and display parking is available a short walk away, on Clifton Terrace called Kilkenny Car Park (there are no parking charges after 6pm on Monday to Saturday, and all day on Sunday).

HEALTH AND SAFETY

The Hall User MUST:

- ✓ Read all the health and safety information provided on the Hall's noticeboards.
- ✓ Take reasonable steps to ensure the safety of those attending their event.
- ✓ Ensure that no overcrowding occurs in any part of the premises and keep gangways and exits clear.
- ✓ Prevent standing on seats or furniture, and do not use the ladder stored in the storage cupboard.
- ✓ Make everyone aware of the responsible person(s) in the case of an emergency.
- ✓ Have use of a mobile phone to call the emergency services if required.
- ✓ Follow any additional requests by the Hall Manager to ensure the safety of everyone using the hall.
- ✓ The Hall Manager must be informed of any emergency or incidents.

Attendees and Intruders

The Hall User must be fully aware of their attendees, this might be using a form of registration, or a signing in/out system, or a tally counter at the entrance/exit points.

If someone enters the premises without permission, but is not immediately violent, follow these steps:

- Ask them to leave: Politely but firmly inform them they are in a private space and must leave.
- Call 101: If they refuse to leave, call 101, report anti-social behaviour or non-emergency trespass.
- If the intruder is violent, threatening, causing criminal damage, or if you believe they plan to harm someone, call 999 immediately for the police.

First Aid

A First Aid Kit is available in the Kitchen. Also, bio-hazard disposal kit for bodily fluid is available in the Kitchen's drawer. All incidents need to be recorded in the Accident Book (also found in the kitchen drawer), and the Hall Manager informed via e-mail that an incident has been recorded.

An Automated External Defibrillator (AED) can be found within St Andrew's Club during their opening hours – always call 999 for an ambulance, in life-threatening emergencies.

Fire Safety

The Hall User is the designated Fire Warden during their hire and will support the other hall users to evacuate the building in an emergency situation, such as a fire.

In the case of a fire, the key responsibilities of the Fire Warden are to:

1. Call Out - Raise the alarm by shouting and sounding the alarm.
2. Get Out - Make your way out of the building, encouraging others to leave as you go, ensure nobody stops to collect personal belongings.
3. Stay Out - Do not return to the building for any reason. Gather at the designated assembly point and account for all those in attendance.
4. Call 999 - The alarm system does NOT automatically call the fire service.
5. Inform the Hall Manager 07578395159 - where possibly Hall Staff will attend to support.
6. Only return to the building once a senior fire officer has given the all clear.

Fire Safety information available on the Hall's noticeboards include:

- Fire Safety Escape Route map.
- Fire Alarm System Important Information poster.
- General Emergency Evacuation Plan (GEEP).
- Emergency Information poster.

If the Hall User is aware of anyone attending their event which may require a Personal Emergency Evacuation Plan (PEEP), ensure the Hall Manager is informed in advance.

Emergency Exits

Emergency exits must always be kept clear at all times and ensure all evacuation routes, such as gangways and doorways are kept free from obstructions.

The emergency exit doors may be opened for ventilation, but must not be obstructed.

Please do not use the emergency exits for carrying in and out goods, only use the main entrance for this.

Safeguarding

All children must be accompanied by a responsible adult at all times and never be unattended in any part of the premises including the green space outside.

Hall Users who work with vulnerable groups are required to provide a copy of their Safeguarding Policy and agree to terms within the Parochial Church Council of St Andrew's Church Hall Safeguarding Policy.

Any reported safeguarding concern must be reported in writing to the Vicar and PCC Safeguarding person via St Andrew's Parish Office, Greenway Avenue, Taunton, TA2 6HU within 24 hours of the raised concern.

Cleaning

Hall Users must clear and clean up at the end of their hall hire. There is the following equipment available: a Hoover, large brushes, dustpan and brushes, mop and buckets. There are cleaning facilities including antibacterial spray, washing up liquid, cloths and sponges, blue roll, tea towels and floor detergent. Inform the Hall Manager of any incident which may require further attention.

Waste Management

There is a large blue container outside the main entrance in the parking area. All waste is recycled and Hall Users are asked to ensure all waste is bagged and placed in the outside container, this should be locked and the key kept in the kitchen. Please also replace the internal bins with the bags provided.

Portable Electrical Equipment

The premises has annual Portable Appliance Testing (PAT). The hall's committee asked that equipment by the Hall Users which requires use of the power sockets is electrically safe. Extension leads can be found in the kitchen drawer and if used follow the guidance provided with the extension leads.

Alcohol

St Andrew's Church Hall does NOT hold a licence for the sale of alcohol:

- Alcohol can be supplied by the Hall User and consumed on the premises by those aged 18 years or over. The supply of alcohol can only take place between 12.00 noon until 11:30pm.
- For the sale of alcohol during an event, the Hall User must ensure that they obtain a Temporary Event Notice and show evidence of a Personal Licence to sell alcohol. This must be given to the Hall Manager two weeks before the start of the event.
- The challenge 21 policy must be fully implemented when serving alcohol.
- The Hall has no affiliation with St Andrew's Club; alcohol cannot be brought and bought into the Hall.

USEFUL INFORMATION FOR YOUR HALL HIRE

Access – Checklist

Hall Users are only permitted to use the premises during the hall booking period;

- ✓ To obtain keys to unlock the main entrance the Hall Manager will issue a unique code to access the key safe located by the main entrance. Lights and heating will need to be manually switched on.
- ✓ The premises should be found locked, in a clean and clear condition. Any damages which may pose a health and safety concern for hall users, the Hall Manager must be informed immediately.
- ✓ Unless the whole premises has been hired, there are areas and facilities which remain shared, such as the kitchen, toilets and lobby. Please be respectful to all other hall users.

Vacate – Checklist

It is expected that the premises is vacated in a clear and clean condition, please ensure;

- ✓ Used tables and chairs are cleaned and returned to the cupboard in a tidy condition.
- ✓ Any kitchen facilities are cleaned and cleared away in the correct cupboard.
- ✓ Floors are swept or hoovered (and mopped if there has been noticeable spillages).
- ✓ Waste bags are placed in the large blue container in the car park.
- ✓ Check emergency exits are all firmly shut, all heating and lights are switched off.
- ✓ Ensure the building is securely locked and keys returned to the key safe.

Using the Main Hall

- Heating – The on/off switch is in the double-doored cupboard. This is a gas heater which pumps hot air into the main hall, it takes a few minutes for the heater to start-up, once switched off it takes a few minutes for the heater to shut down.
- Tables and chairs are available for 105 people; these can be found in the double-doored cupboard.
- Decorating – There are nineteen hooks on the walls of the Main Hall which can be used for balloons and bunting etc. Please minimise the use of tapes or tacs which may cause damage to the paintwork.
- Prints on the walls – The prints can be easily hooked off the walls and stored in the cupboard, if required, please place them back onto the walls when finished.
- The Main Hall does not have any audio/visual equipment.

Using the Weston Room (meeting room)

- Heating – The controls for the electric wall heaters are found on the wall and operated by the 'Boost' buttons, these heaters will automatically turn off after the selected time. Please do not change the dials or buttons on the heaters.
- Screen and sound bar – Available for hirers of this room only. The Hall Manager can provide the code for accessing the remote controls. There is available a HDMI and Aux leads (3.5mm>3.5mm audio lead-standard headphone cable).
- Chairs and tables – The room is set in a conference style configuration around 3 large trestle tables, and a small table available to the side. There are 17 chairs available in total. Please inform the Hall Manager if you require more or less tables.

Using the Kitchen

- The kitchen has a cooker with five hobs, two ovens and a grill. There is a microwave, a dishwasher, two kettles and an urn. Plus, three large sinks, and a trolley on wheels.
- The Hall Users may use the contents of the well-equipped kitchen cupboards, which includes crockery, cutlery, utensils, mugs, wine glasses, flutes, tumblers, jugs etc. There is also selection of reusable plastic partyware, such as plates, cups, sweet bowls, jugs and serving trays.
- Anything used must be cleaned and returned to the appropriate location within the kitchen cupboards, and ensure the dishwasher is emptied at the end of the hire.
- The Hall Manager has an inventory of the available equipment and contents.
- Any damaged items are to be left on the kitchen worktop for the Hall Staff's attention and the Hall Manager informed.
- Young children are not allowed in the kitchen. Children aged 11+ years must be supervised by an adult at all times.
- On occasions Hall Users will be required to share the kitchen facilities with other hirers, as both the Main Hall and Weston Room have access to the kitchen.

Using the outdoor Green

The Green outside the hall is owned by St Andrew's Church and can be used by the Hall Users and is done so at the Hall Users own risk, however here are guidelines to abide by when using and respecting the Green, please DO NOT:

- Leave children unattended outside, they must be accompanied by responsible adults.
- Cause damage to the trees or shrubs, do not pull-on branches or mark the bark.
- Pull on the grass or the plants, do not dig holes or cause any other damage.
- Use it in adverse weather conditions due to the number of trees as branches may fall.
- Use following any adverse rain, as the ground will be too wet and this will damage the grass.
- Erect any construction, such as a gazebo or inflatables, without permission in advance.
- Use any live flames, such as BBQs, pyrotechnics, etc. all items are forbidden on the premises.

The Hall Committee hope you enjoy your hall hire. Feedback to the Hall Manager is always welcomed.