



The Parish of Walmsley  
part of the Turton Moorland Team Ministry, comprising the churches of  
Christ Church Walmsley and St Andrew, Bromley Cross.  
*"Building partnership in Christ, church and community"*

## CHRIST CHURCH WALMSLEY PARISH COMMUNITY HALL

### RULES OF PREMISES USE

We're run by volunteers as a space for the community, so we ask our hirers to help us with the upkeep by making sure everything is as you found it. Please keep this for reference on the day of your event!

#### PRE-EVENT INFORMATION:

- **DECORATION:** Please do not use staples/sellotape on the walls or woodwork – white-tack is preferable. *HELIUM BALLOONS ARE NOT ALLOWED ...if they float up they will set off the alarm and this is very expensive!!*
- **INSURANCE:** The hirer is responsible for providing insurance cover for all external equipment brought into the building for their event. This cover is expected to be for both loss and damage of the equipment, and also for any consequences of its use with public liability
- **ELECTRICAL EQUIPMENT:** Please ensure all electrical equipment that you bring into the hall has an up to date PAT test. The Hall Managers have a responsibility for the safety of users from faulty equipment
- **LICENSING:** The building is licensed for theatrical performances, music and dancing. You are permitted to bring alcohol for personal consumption, however a temporary licence is required for the *sale* of alcohol in the Hall and must be arranged at least 4 weeks in advance
- **USE OF HALL AND STAGE:** The stage is **not automatically included when hiring the hall**. Any requests for the stage must be made in advance and agreed with Walmsley Church Amateur Operatic and Dramatic Society.
- **HEATING:** To avoid wasting energy, it is essential that hirers do not leave the doors standing open

#### KITCHEN CHECKLIST:

- The hood extraction fan **MUST** be used when using the cooker, kettle or automatic water boiler (the switch is on the wall below the hood over a double socket)
- When the cooker is finished with, the gas supply should be switched off using the isolator valve on the wall at the back porch/corridor end of the kitchen
- **DO NOT LEAVE** any food containers in the fridge or elsewhere in the kitchen
- Please note: Dish cloths are to be used for food handling, surfaces and utensils only; cleaning cloths are under the sink. **The sink water heater in the kitchen and in the ladies' toilets must be left switched on**
- Please unplug all kitchen appliances when not in use

#### POST-EVENT CHECKLIST:

- Check the toilets to make sure they are as clean as you found them
- Unplug all electrical equipment, or otherwise isolate
- Clean all tables used and place them back in the storage areas and stack green chairs in piles of six (if used)
- Bag all rubbish and take home/to the metal wheelie bin (there is a key in the kitchen)
- **PLEASE SWEEP THE FLOOR** before leaving
- Please be respectful to our neighbours in the adjoining apartments as you enter or leave the building.

#### BUILDING SECURITY CHECKLIST:

- Ensure that **ALL** windows and doors are secured before leaving
- Turn all lights off

If you have been given an alarm code, please ensure to use the codes when entering and leaving the building.

Please report any damage to any part of the building to the Booking manager at [parish-hall@walmsleyparish.org](mailto:parish-hall@walmsleyparish.org)

**WE HOPE YOU ENJOY YOUR EVENT AT WALMSLEY PARISH COMMUNITY HALL!**