

## Wicken Bonhunt Community Centre

### INFORMATION FOR HIRERS-for your safety and convenience

Registered Charity No. 1207020

Booking secretary: ([bookingswbcc@gmail.com](mailto:bookingswbcc@gmail.com))

Committee chair: Peter Jordon [Jordan@webspider.org](mailto:Jordan@webspider.org)

The Wicken Bonhunt Community Centre warmly welcomes **HIRERS** and their guests.

Facilities: Hall, Kitchen, \*outside space

The following terms are used in this document:

- Premises: St Margarets' Church, Hall and Kitchen known as Wicken Bonhunt Community Centre (WBCC). Excluding outside space
- HIRER: Any organisation, group or individual completing an agreement for use of the hall.
- Committee: Wicken Bonhunt Community Centre Management Committee and/or 'The Trustees' of WBCC
- Booking secretary: representative(s) of the WBCC with responsibility for the administration of bookings and centre hire.

Hours of operation and current costs are available on from the Web site or booking secretary.

#### General Information

- Please use the WBCC web site to check availability and make a booking application. Please complete the calendar, read the **Standard Conditions and Terms of Hire** and complete the booking application form and sign the hire agreement section. The booking secretary will confirm your application. Alternatively you may contact the booking secretary directly to discuss a booking. When making your application please allow time for setting up and clearing up.
- Please don't use pins or blue or white tac on the walls as this will damage the plaster.
- Tables and chairs are stored behind the curtain at the rear of the premises.
- The kitchen is fully equipped with crockery, cutlery, glasses, dish washer and warming ovens. Please pre-cook where ever possible. Linen table cloths are available but an additional fee will be charged for laundry, for children's parties we recommend the **HIRER** provides paper or plastic table cloths.
- Please leave quietly so as not to disturb our neighbours. Please be considerate when parking or dropping off. Parking is limited.
- Please make sure you lock up, making sure both the rear and porch entrance are locked.

#### Health and Safety

- **Defibrillator:** Nearest Location. WICKEN BONHUNT TELEPHONE BOX. Through main entrance of the hall, down ramp to the Wicken Road. Turn right. The Telephone Box is clearly visible on the grass verge.

- Spillages should be mopped up, immediately; cleaning equipment is located in the store room and kitchen area. Please remove all rubbish responsibly at the end of your event.
- Large tables are stored behind the curtain at the rear of the premises. Please be careful when you open the legs as it is possible to trap your fingers. Likewise, the small tables. Please check the legs are locked in place.
- Children should be supervised at all times. Children should not be allowed in the kitchen area without an adult being present. Please discuss with the bookings secretary if a Child Protection and/or Vulnerable Adults policy is required for your booking, before the first booking commences. The **Committee** advises that this should include DBS disclosure certificates, which should be provided to the bookings secretary prior to approval of the booking. This does not apply to private hire for 'one off' birthday parties or to events where the carer/parent/guardian is present at all times, eg Mother and toddler groups.
- Lone working. If you are using the premises on your own, please make sure you have your mobile handy and that a family member is aware you are on the premises.
- In case of accidents please contact the booking secretary or a member of the committee as soon as practical. There is an accident book and a first aid box in the kitchen, please complete an incident report.
- For events running late please switch on the porch lights.

### **Fire Safety**

- Please don't obstruct the exits.
- Please unlock both doors if you are entertaining more than 20 individuals and keep the store room closed, to limit the spread of the fire.
- Please be aware of the location of the fire extinguishers.
- In case of fire, evacuate the building and call the fire brigade.
- If safe to do so, consider extinguishing the blaze using the appropriate fire extinguisher.
- Please contact the booking secretary or a member of the Committee as soon as practical

### **Location of Fire Extinguishers**

Water-Rear of main hall

Carbon Dioxide-Vestry and organ

Powder-extension Lobby

Fire Blanket-Kitchen