

ST JAMES'S CHURCH CENTRE

52 WOODBOROUGH ROAD, WINSCOMBE BS25 1BA

OPERATING SCHEDULE FROM 1ST JANUARY 2023

Information sheet to be given to all hirers

1. Opening and Closing the Church Hall

The Church Centre keys will be available from the Booking Secretary and, after locking up, must be returned immediately as instructed.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not have access before or leave after the hire period. If outside contractors are used then a copy of this agreement must be given to them.

There is no public telephone at the hall. Please ensure you have a functioning mobile telephone available in case of emergency. A list of contact numbers to ring in case of difficulty is on the notice board in the entrance hall.

Guests are expected to vacate the premises within fifteen minutes of the end of a hire. After midnight only those helping to clear up the Church Centre should be on the premises.

2. Safety

The Church Centre has a No Smoking Policy.

In the event of a fire, the Church Centre should be evacuated in an orderly manner using the appropriate emergency fire exits, and the Fire Brigade called by dialling 999. In the event of other emergencies (gas leak or power failure) the Church Centre should be evacuated.

The exact location of the emergency fire exits and fire extinguishers must be noted at the commencement of the hire and the manner of opening the fire exit doors should be made known to your guests. (A layout plan of the Church Hall showing these is on page 3 of this schedule). All present should be informed of the safety instructions and that assembly for any emergency is on the pavement on the opposite side of the road to the entrance to the front car park and no re-entry is permitted until authorised. The Hirer should check that no-one is left in the building.

Please use the trolleys provided for moving chairs to avoid injury. Please stack chairs no more than 5 high and tables are to be placed in the storage trolley.

The Church Centre's health and safety file with accident book is kept in the main hall behind the stage curtain just before the entrance to the kitchen.

A first aid box is located above the health and safety file behind the stage curtain just before the entrance to the kitchen.

3. Heating and Lighting

The two large Temcana Kestrel 55 gas heaters are operated by thermostats. The thermostat for the heater to the left of the emergency exit double doors in the main hall is located on the wall to the right of the doors. The thermostat for the heater near the storeroom in the main hall is located on the wall to the right of the heater.

The temperature should be lowered to 10°C on leaving the hall.

PLEASE DO NOT COVER OR PUT ANY ARTICLES (PARTICULARLY LIQUIDS) ON THE TOP OF THE HEATER GUARDS. BE AWARE THAT WHEN OPERATING THE GUARDS GET HOT.

4. Kitchen Water Heater

The water heater is left on permanently for hall users and the dial **MUST NOT** be adjusted.

5. Housekeeping

Breakages must be paid for. Please do not leave a replacement. Cleaning materials can be found in the cupboard as marked in the rear room.

6. Sound and Loop System

Please note there is a loop system in the hall for the benefit of the hard of hearing. This is automatically switched on when the sound system is used. The Booking Secretary will instruct in the use of the sound equipment.

7. Special Lighting Effects

The use of Lasers or Strobes during any hire is not permitted.

8. Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not attach anything to the walls or any surfaces.

Please leave the Church Centre clean and tidy and remove any waste from the bin in the kitchen and the bins in hall and the toilets. In particular, we ask you to ensure table tops are wiped clean before the tables are stacked on the trolley.

9. Faults/ Damage/ Comments

Please report any faults or damage in the hall to the Booking Secretary as soon as possible so that they can be rectified quickly. The Parochial Church Council (PCC) welcomes comments or observations that you may have about your hire of the Church Centre.

10. Locking up procedures

Please check around the premises before leaving as follows

MAIN HALL - Gas heaters (2) off, windows closed, emergency fire exits closed, sweep floor as necessary, switch off lights.

KITCHEN - Wall heater off, window closed, outside door locked, switch off lights.

REAR ROOM - Sound system (if used) switched off, switch off lights.

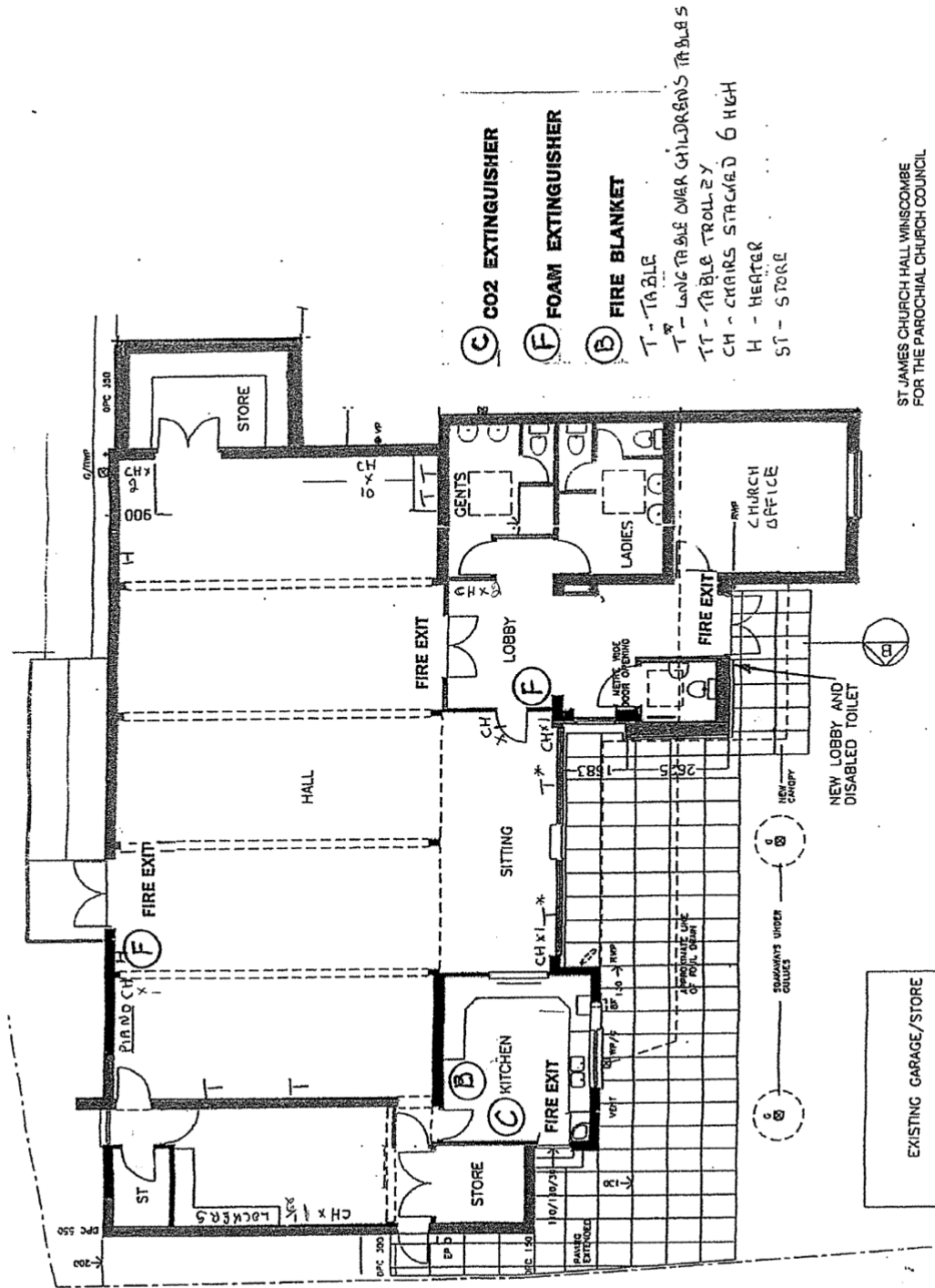
TOILETS - Flush toilets as necessary, ensure taps are turned off, switch off lights.

ENTRANCE - Switch off light, lock main door and return keys.

N.B. All exterior lights are operated by movement sensors.

Position of Heaters, Stores, Chairs, Tables, Fire Extinguishers, Fire Blanket and Emergency Fire Exits

Please see the layout of the Church Hall below



ST JAMES CHURCH HALL WINSCOMBE
FOR THE PAROCHIAL CHURCH COUNCIL