**ST. JAMES CHURCH HALL**

52 WOODBOROUGH ROAD, WINSCOMBE BS25 1BA

**OPERATING SCHEDULE FROM 1ST MAY 2021**

**Information sheet to be given to all Hirers**

**1. Opening and Closing the Church Hall**

 Please contact the Booking Secretary to arrange the collection of keys.

 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 and behind the stage curtains.

 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 Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

 We endeavour to ensure that the hall is ready for your use. However, it is not always possible to inspect the premises between hirers. If you notice any damage or other issues, please take a photograph of the area concerned and report this to the Booking Secretary as soon as possible.

**2. Safety**

 The Church Hall has a No Smoking Policy.

 In the event of a fire, the Church Hall 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 Hall 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. All present should be informed of the safety instructions and that assembly for any emergency is on the pavement opposite 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 in order to avoid injury and damage to the floor. Please stack chairs no more than 5 high and tables are to be placed in the storage trolley. There are notices on the wall to help you replace chairs in the correct locations.

 The Church Hall’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 thermostats should be turned down to minimum before leaving the hall. The heater next to the kitchen is operated only from the power switch adjacent to the heater (switch on and off as required). 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 Hall clean and tidy and leave waste in the bins outside or preferably take it home. 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 Hall.

**10. Locking up procedures**

 Please check around the premises before leaving as follows

 MAIN HALL - Gas heaters (3) 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, double cupboard locked, 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.

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

Please familiarise yourself with the location of these on arrival at the hall.