

Thank you for choosing to book St Mary's Church!

The church is run for the benefit of the local community, mainly by volunteers. Please use it responsibly and safely. The following rules are to ensure that everyone can continue to enjoy its facilities for years to come:

### General:

- It is the hirer's responsibility to set up/ down all the equipment (including any hired equipment) and to ensure that the Church is left in a clean and tidy state at the end of their booking. All windows should be closed at the end of a booking.
- If the chairs are moved in the chapel area, they must be put back as they were found at the end of the booking. We suggest that you take a photo on your phone before moving them to assist with this.
- When decorating the walls, doors & beams please only use proper brand blue or white tack as this is non marking. Cheap alternatives leave marks.
- The Church will be opened at the start and closed at the end of your booking by a volunteer. If you do not arrive or leave on time, then you may have access issues with the room booked. The time period you have booked is the time that you should be ready to enter and leave the building. If you require extra time for setting up/ clearing away this must be booked in advance of the session. If your booking over runs an additional charge may be applied.
- If you have finished early and no one has arrived, please don't feel that you need to wait, someone will be along to close after you.
- In case of emergency, please make yourself aware of all fire exits at the beginning of your time here.
- You are responsible for ensuring that any electrical equipment you bring onto the premises is safe and has a valid Portable Appliance Test certificate.
- Smoking is only permitted outside the building.
- First aid box & fire blanket are situated in the kitchen.
- All music must be turned off no later than 11pm on Friday/ Saturday. Music must end by 10pm on all other days.
- Please **DO NOT** stand on the chairs or stand/ sit on the tables – they are not strong enough to be used in this way.
- Please respect our neighbours and keep outside noise to a minimum.

### Alcohol:

- Alcohol is permitted within the centre if it is not being sold.
- If you are selling alcohol at your event you will need to purchase an alcohol license (Temporary Event Notice) from Swindon Borough Council at the cost of £21.

### Rubbish:

- The hirer should ensure that they bring their own bin bags and that they take all rubbish away with them.
- Please take used nappies home with you.
- A brush, dustpan and brush and mop and bucket can be found in either the vestry, heating cupboard or kitchen.

#### **Kitchen:**

- St Mary's has a small kitchenette which is included in the price of the room.
- The Kitchenette has cups and glasses for use, but all other equipment should be provided by the hirer.

#### **Parking:**

- St Mary's Church doesn't have its own car park, so all parking is in the adjoining streets around the church.
- Please do not park in the sheltered housing car park as this is privately owned by them for their visitors only

#### **Web Links to Local Car Parks in Old Town**

[https://www.swindon.gov.uk/directory\\_record/22937/britannia\\_place\\_car\\_park](https://www.swindon.gov.uk/directory_record/22937/britannia_place_car_park)

[https://www.swindon.gov.uk/directory\\_record/22950/prospect\\_place\\_car\\_park](https://www.swindon.gov.uk/directory_record/22950/prospect_place_car_park)

[https://www.swindon.gov.uk/directory\\_record/22944/dammas\\_lane\\_car\\_park](https://www.swindon.gov.uk/directory_record/22944/dammas_lane_car_park)

[https://www.swindon.gov.uk/directory\\_record/22978/wood\\_street\\_pay\\_on\\_street\\_bays](https://www.swindon.gov.uk/directory_record/22978/wood_street_pay_on_street_bays)

[https://www.swindon.gov.uk/directory\\_record/22956/the\\_planks\\_car\\_park](https://www.swindon.gov.uk/directory_record/22956/the_planks_car_park)

#### **Environmental Responsibility**

- **Waste Management** – Sort waste into the appropriate recycling and general waste bins provided. Take away any waste which does not fit in the bins. Avoid single use plastics.
- **Energy Usage**- Ensure that all lights and electrical appliances are turned off after use. Use natural lighting where possible to reduce energy consumption.
- **Water Usage** - Please use water responsibly and report any leaks or issues to the hall management.
- **Transport** - Encouraged attendees to walk, cycle, carpool, or use public transport wherever possible. Bicycle racks are available for use.
- **Decorations & Materials** - Use eco-friendly, reusable, or recyclable decorations. Avoid glitter, balloons, and non-recyclable party items. Any materials brought in must be removed after the event.
- **Noise and Wildlife**- Keep noise to a reasonable level to avoid disturbing residents and wildlife. Outdoor areas must be respected, and no litter should be left behind.
- **General Consideration** - Please leave the hall and surrounding grounds clean and tidy, respecting the community and environment.

**It is the hirer's responsibility to ensure that attendees are aware of all the above points**