

Key Information for Hirers

This document has 3 different sections one for each facility you can hire, The Community Centre @ Christ Church, Christ Church and St Mary's. Please ensure you read the relevant section for your booking.

1. The Community Centre @ Christ Church

**Thank you for choosing to book the
Community Centre @ Christ Church!**

The community centre 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:

Key Points:

- The time booked must include set up/ down time. If a booking overruns, the hire charge will be billed at 3 times the hourly rate.
- It is the hirers responsibility to leave the centre clean and tidy at the end of your booking to include putting away all equipment used. Brushes and mops are available in the store cupboard.
- If we need to complete extra cleaning or there is any damage, an additional charge will apply.
- Our neighbours must be respected. Music must be turned off by 11pm at the latest on a Friday/ Saturday. All other days, it must end by 10pm.
- Please keep the doors to the garden closed as much as possible to stop noise travelling to our neighbours.

General:

- It is the hirer's responsibility to set up/down all the equipment (including any hired equipment) and to ensure that the Centre 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.
- When decorating the walls, doors & beams please only use branded blue or white tack as this is non marking. Cheap alternatives leave marks.
- The Centre 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 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. If you are in any doubt,

then please phone the emergency number (can be found on the notice board in the lobby).

- In case of emergency, please make yourself aware of all fire exits at the beginning of your time here. Emergency contact numbers for staff and volunteers can be found on the notice board in the lobby area and on the main entrance and parish entrance doors.
- 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 – smoking bins are provided at all 3 entrances to the building.
- First aid boxes are situated in the toilet at the Parish Office end of the building, inside the Parish Office itself and the kitchen
- All music must be turned off no later than 11pm on Friday/ Saturday. Music must end by 10pm on all other days. Charges will be applied if not adhered to.
- Please **DO NOT** stand on the folding chairs or stand/ sit on the tables – they are not strong enough to be used in this way.

Alcohol:

- Alcohol is permitted within the c if it is not being sold.
- If you are selling alcohol at your event you will need to purchase an alcohol license from us at the cost of £21.

Garden Use:

- Most importantly, please keep outside noise to a minimum in order to respect our neighbours. No garden access is permitted after 9.00pm Friday/ Saturday or after 8.00pm on all other days.
- Please keep the doors to the garden shut as much as possible to limit noise travelling to our neighbours.
- All children must be supervised when in the outside areas.
- Please ensure that no one stands on the astro turf as this area is out of bounds and not strong enough.
- No one is to climb on any of the surrounding walls or benches.
- If congregating in the gardens, please use the lower garden as a first priority to be further away from the neighbouring properties.

Rubbish:

- The hirer is welcome to use the Biffa bins located at the end of the Community Centre, but only if there is room for their waste with the bin lids closed. There is a general waste and a recycling bin.
- The hirer must take away any waste which does not fit into the correct bins with the lid closed. If the bins overflow, we will incur a charge from our waste provider and will in turn pass this charge onto the hirer.
- There are recycling bins directly opposite the kitchen for paper, plastic and cans. All glass bottles should be put in the green wheelie bin at the end of the Community Centre (Church entrance end). Please do ensure that you only put the correct recyclable items (notices on outside recycling bin) in the recycling

bin as we will incur a charge from our waste provider. We will in turn pass this onto the hirer.

- Please take used nappies home with you.
- A brush, dustpan and brush and mop and bucket can be found in either the store cupboard or the kitchen.

Kitchen:

- If you have hired the kitchen it comes with the following accessories:
 - Oven – instructions can be found on the wall next to the oven.
 - Microwave
 - Heated trolley
 - Fridge (no freezer on site)
 - Dishwasher – please read instructions thoroughly if you plan to use it.
The dishwasher must be drained at the end of hire.
 - Mugs and a plumbed in hot water urn are available for teas and coffees – please provide your own milk, tea bags, coffee and sugar.
- Please be aware that the kitchen is a shared space with other users of the Centre.

Parking:

- There are 38 parking spaces on site which is shared with the church, visitors to the burial ground and permit holders, therefore depending on activities taking place parking cannot be guaranteed.
- Spaces are available on a first come first served basis.
- Please do not drive up the ramp outside the front of the church unless dropping off equipment. This area is for emergency vehicles and access only
- If you do need to drive across the front of the Church please do not park in any of the bays outside the church and Centre as this is for emergency use.
- If you do need to drive up the ramp to the top of the Centre, please do not block the houses on the right-hand side as this is back access to the residents' properties. There is enough space for a maximum of 3 cars here only.
- Please do not park in disabled parking bays unless you are a disabled badge holder and can display the permit on your dashboard
- For more information on local parking, see below links:

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/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/22956/the_planks_car_park

Disco:

- If hiring a disco, please be advised that smoke machines **are not** allowed as this will set off the fire alarm.

Bouncy Castle:

- If hiring a bouncy castle, please be aware that the maximum height is 10 ft. We recommend 'Skys the Limit'. They know which bouncy castles fit in our hall and can be contacted on 01793 527754 or 07787 563098

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.
- Failure to comply with these environmental responsibilities may result in deductions from the security deposit or future booking restrictions.

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