

## Christ Church

**Thank you for choosing to book Christ Church!**

**Christ 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 of 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.
- When decorating the stone walls please only use tape as tack can mark the stone. When decorating the doors please use branded tack as cheaper alternatives can leave marks and tape can remove the paint.
- 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 access. 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. If you are in any doubt, then please phone the emergency number which can be found at both the main entrance and Parish entrance to the Community Centre @ Christ Church.
- In case of emergency, please make yourself aware of all 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 – smoking bins are provided at all 3 entrances to the Community Centre @ Christ Church.
- There is a first aid box at the back of the church (to the right of the entrance as you enter) and one in the vestry.
- There are no toilets in the Church, but you are able to use the toilets located in the Community Centre @ Christ Church.
- 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 any outside noise to a minimum

### **Alcohol:**

- Alcohol is permitted within the church 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.

### **Rubbish:**

- The hirer should ensure that they bring their own bin bags and that all general rubbish is taken to the Biffa skip. It is at the end of the Community Centre (Church entrance/Parish Office end).
- There is a recycling Biffa bin for clean recyclables. No Bin bags re to be put into this bin but you can empty your recyclables into it. All glass bottles should be put in the green wheelie bins 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 the store cupboard.

### **Kitchen:**

- There is no kitchen located in the church, however an urn is available if you want to serve hot drinks.
- You can hire the Kitchen in the Community Centre at an extra cost. Please contact us if you wish to do so.
- The kitchen in the Community Centre 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 Community Centre, visitors to the burial ground and permit holders, therefore depending on activities 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, then please do not park in any of the bays outside the church as this is for emergency use.
- 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 parking please go to the very end of this document where we have listed some links to the local car parks.

#### **Hire of extras:**

- If you require use of the sound system, projector or microphones please ensure you notify us of this in advance of your booking so we can arrange a member of staff/volunteer to assist you with setting up these things. We may need to provide a sounds person at an additional charge.
- If you have any further queries about any extras you have requested, then please contact us in advance so we can ensure your day runs as smoothly as possible.

#### **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**