

# COMMUNITY HUB INFORMATION SHEET

## CHRIST CHURCH COMMUNITY HUB INFORMATION SHEET

Please read this Information Sheet in conjunction with our Conditions of Hire

### Care of the Church Premises

You must take good care of the Church and Graveyard during your event and leave it undamaged and in a clean and tidy condition. Please see the attached checklist of things to be done and checked at the end of your hire. We reserve the right to withhold all or some of the security deposit you have paid should we consider that the Church has not been left in an appropriate condition.

The maximum occupancy of the premises and the opening hours are as stated in the Hire agreement.

There is no admission at any time to the Chancel and Organ areas which are specifically excluded from your hire area.

Helium filled balloons are strictly **NOT** allowed as the church ceilings are extremely high and balloons cannot be retrieved. The balloons then trigger our security alarm system.

### Sale of Alcohol

If you wish to sell alcohol at your event, you must seek permission from the trustees before applying to the Council for a Temporary Event Notice which you will require even if you are employing a contractor with their own licence **to sell** alcohol. The sale of alcohol is deemed to take place if an alcoholic drink is included in the price of admission.

### Plan of the Church

A plan of the Church is displayed on the noticeboard and shows the location of the fire emergency exits and equipment and the utilities' controls. Please familiarise yourself with this plan before your event.

### Opening and Closing the Church

A representative, from our booking team, will greet you at the start of your hire period and will inform you of the arrangements to close the church at the end of your hire period.

After your hire period has finished, please ensure that you carry out the checks set out in the attached 'Post-hire checklist'.

Guests, outside caterers and contractors must not occupy the premises before the start time of the hire period and must vacate the premises before the end of the hire period. Failure to comply with this will result in forfeiture of any security deposit.

### Fire Procedures

Make it clear by announcement at the start of your function and point out the person in charge who would issue instructions relating to fire or other emergency evacuation procedures, should

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there be a fire or other emergency. The Fire Evacuation Procedure is displayed on the noticeboard inside church.

In the event of the fire or gas alarm sounding, the Church must be evacuated in an orderly manner using the appropriate signed exits as directed by the person in charge, and you **must follow the Emergency Evacuation Plan for use as a hall/not a church activity (see noticeboard either by the main front door if using the Nave or in the hallway next to the Meeting Room)** If calling the emergency services you must quote **CH64 2TL, Christ Church Willaston**. Please do not waste time quoting other information unless requested by the operator. The person in charge of the event is responsible for ensuring that all persons at the event have evacuated the building, either by checking themselves or by designating a fire marshal to do so.

At the time of the emergency, occupants must gather either at the Lych Gate or the Elm Green Graveyard Gate where there are emergency assembly signs.

In the event of a false alarm, please follow the Emergency Evacuation Plan for use as a hall/not a church activity (see noticeboard)

Please note that smoke will trigger the fire alarm and you must not, therefore, deliberately release smoke, e.g. as part of disco effects.

Please inform the contact names on the Emergency Evacuation Plan for use as a hall/not a church activity (see noticeboard) immediately in the event of the fire alarm going off, *for any reason*, so that they can arrange for the alarm to be reset.

### Location and Use of Fire Equipment for Hirers

The location of fire exits, and fire extinguishers is shown on the plan on the notice board inside the church. The person in charge of your function must take note of the fire panel, fire exits and fire extinguishers before the premises are occupied and the manner of opening fire doors must be made known to your guests.

### Telephone

There is no public telephone. The person in charge must have with them a fully charged mobile telephone for use in case of emergency.

### Car Parking

There is street parking outside the church and one disabled space on the Village Green. Please be aware of any parking notices as the church cannot be held responsible for any parking fines. Please ask your guests to leave quietly at the close of the event. Car doors banging and loud talk are disturbing to local residents.

### Heating

The Nave is heated by a hot water system of underfloor heating and radiators which are preset. Please do **not** try to adjust them.

For any hire requiring the premises to be warm, the heating system will have been switched on in sufficient time for the temperature to have reached a suitable level by the start of the hire time. The Meeting Room is heated by an electric heater.

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### **Power circuits, water stop tap and gas turn-off**

The electrical distribution board is in the locked room entered from the Nave toilet lobby. Strictly no access please. If the circuit is 'tripped' please contact one of the contact names listed on Emergency Evacuation Plan for use as a hall/not a church activity (see noticeboard)

The water stop tap is in the refreshment area low level cupboard.

In the event of a gas leak, the gas alarm will sound. Please follow Emergency Evacuation Plan for use as a hall/not a church activity (see noticeboard)

### **Lights**

The light switches in the Nave are to the left of the door to the Nave toilet. There is a two-way switch in the rear vestibule which operates two lights in the north aisle.

### **Refreshment Area**

There is no cooking equipment in this area. It has a coffee machine, fridge, dishwasher and hot water urn. This area can only be used by prior arrangement with us.

NB: if you are hiring the meeting room only, the refreshment area will not be available unless requested on your booking form.

Please do NOT use the church tea/coffee/sugar etc.

### **Use of Chairs and Tables**

Please note that care should be taken when moving chairs and tables. The Trustees cannot accept any liability for injury sustained when moving chairs or tables. Please use the trolleys provided for moving the chairs.

Up to 160 chairs are stored on 4 trollies, a maximum of 40 chairs per trolley unless already set out in the Nave or Meeting Room. Tables are in the Meeting Room or set out in the North Aisle of the Nave.

***NB: it is the responsibility of the customer to set and put away any chairs/tables required for the booking.***

### **First Aid & Accident Report Book**

There are 3 HSE First Aid boxes.

One is a special kitchen First Aid box placed in the Refreshment Area

There is also a First Aid box in each toilet.

Any accidents which occur must be recorded in the accident report book (located in the kitchen drawers) and reported to a church member.

### **Wi-Fi**

The Church's Wi-Fi system password is ChristChurchCH64 and the BT router is by the main door near the window cill. Individuals are responsible for protecting computers, laptops, tablet devices and mobile telephones against viruses, scams, spyware, phishing attacks and other internet threats. There is no WiFi in the Meeting Room.

### **AV System**

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The system will be explained to you on site by prior arrangement with us.

Do **not** touch any buttons on the system itself as it is already set up for optimal sound quality and volume.

### Hearing Loop

The hearing loop operates in the main Nave area only.

### TV Licence Film Licence

The Church does **not** have a TV licence and therefore no live TV programmes (on any channel) may be legally viewed or recorded on the premises by television set, computer, laptop or any other device and no programme may be viewed or downloaded from BBC I Player. The Church does not have a licence to show copyrighted films. Should you wish to show a film you must ensure that you obtain the appropriate permission.

### Projector and Screen

There is an electronic drop-down projector screen at the Chancel arch and a projector at the west end of the Nave. These can only be used by prior arrangement.

### Music Licence

The Church has a licence from CCLI allowing the playing and performance of church music in the Hall.

### Graveyard

Access to the premises and to the emergency gathering points is gained by following the paths across the graveyard. Extra care must be taken when using the rear access to the emergency gathering point or when delivering from the Elm Green Gate.

### Consideration for Others

Unless you have requested the use of the whole premises when making your booking, we may hire out the other room to another user. If this is the case, the refreshment area will not be available to those using the Meeting Room.

Please do not use drawing pins, sticky tape or blue or white-tac on the walls or other painted surfaces. If you need to display any notices then you must provide your own freestanding frames for them and remove them at the end of your booking. The use of helium balloons is not permitted.

Please leave the Church clean and tidy and only leave waste in the bins which are outside the rear entrance door or take it home. Please do not leave boxes or bags of waste outside the rear entrance door. In particular, we ask you to ensure that the floors are brushed clean of debris and dirt and that table tops are wiped clean. A post-hire checklist to help you to leave the Hall in an acceptable condition is attached.

### Queries

If you have any queries about your hire, please contact us. If you experience any difficulties on the day of your hire please phone 07742926084 or 07884334646.

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### **Faults, Damage or Comments**

Please report any faults or damage to us as soon as possible so that they can be rectified quickly. The PCC welcome comments or observations that you may have about your hire of the Christ Church Willaston Community Hub. Please send any such comments or observations to us via the Contact Us page on the website (select other enquiry)

Thank you for hiring our Willaston Community Hub.

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## Post-Hire Checklist

1. When you checked the building were:
  - All the lights switched off including toilets?
  - All taps in the refreshment area and toilets turned off?
  
2. Are the Nave, Meeting Room, Refreshment Area and toilets clean and tidy with no litter or rubbish left in the building.
  
3. Has any crockery and cutlery used been washed and stored properly? **You must have requested the use of the dishwasher at the time of booking if you wish to use this facility.**
  
4. Have you removed any food or drink which you stored in the fridge in the refreshment area?
  
5. Have all the tables and chairs in the Nave been returned to the positions in which you found them when you arrived?
  
6. Have the tables and chairs in the meeting room been left in the positions in which you found them when you arrived?
  
7. Has the rubbish been put into the correct wheel bins (at the back of the church building)?
  
8. Are all the lights still in one piece?
  
9. If you have requested the use of the church audio/visual equipment, have you followed the agreed procedures which will have been explained to you prior to hire?
  
10. Have you removed all property or equipment which belongs to you? This includes any decorations you may have put up.
  
11. Is there any sign of damage to the Church or Graveyard?
  
12. Did you remember to sign the safeguarding declaration form?

Please report any problems to the key holder at the end of your booking or alternatively contact the bookings team.

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*PLEASE NOTE THAT FAILURE TO LEAVE THE CHURCH AS YOU FOUND IT MAY RESULT IN YOUR SECURITY DEPOSIT BEING WITHHELD.*