

Revised & Reviewed - 2017

GUIDELINES FOR HIRERS OF ST. ANDREW'S CHURCH AND CHURCH CENTRE FACILITIES

GENERAL:

1. The premises to be hired will be opened for the hirer at the time agreed when booking. The premises will be security checked and locked up at the end of the period of hire by the **caretaker or a staff member**.
2. The Church Centre is in a Residential Area. Centre users are requested to keep noise to a minimum upon arrival and departure. Organisers are requested to ensure safe parking in the centre car park and should direct overflow to the **Public Car Park behind Churchdown Club on Church Road**. Do not park in the private roads opposite the centre.
3. Hirers should adhere to the stipulated maximum capacity numbers for the area they have hired.
4. Personal Property is the responsibility of the owner whilst on Church Premises
5. **SMOKING OR VAPING IS NOT PERMITTED ANYWHERE IN THE CHURCH CENTRE OR CHURCH GROUNDS.**
6. Blu-tac, sticky tapes or pins, may not be used on the walls furnishing or fittings. This includes the curtains. Blu-tac may only be used on wooden surfaces and should be removed at the end of the event.
7. Damage of any kind must be reported to the Church Office as soon as possible.
8. The settings on the **heating system** should not be changed. If problems occur, contact the **Caretaker/Church Warden (number is displayed on the Church notice boards)**
9. At the end of the event, **The Hirer** is responsible for the removal from the centre, of any leftover food/ drink. **Plastic recycling boxes** are provided for small items. Large boxes/cases should be flattened and placed into the **blue recycling bin** provided in the bin area in the car park. Food waste should be placed in the yellow bag in the **green kitchen** caddy provided. The green caddy should be put outside the kitchen back door at the end of the event. (Use of the kitchen Freezer is not normally permitted for Hirers).
10. All rubbish must be cleared away and the premises left in a clean and tidy condition – extra cleaning required as a result of the hire will be charged for and further bookings may be refused. Waste Bins should be emptied and rubbish placed into the green wheelie bin provided in the bin area in the car park. Please replace the black sacks in the bins with fresh ones provided for use on the shelf in the kitchen

HEALTH & SAFETY:

1. All relevant, current Legislation and Regulations regarding preparation, service and selling of food stuff and beverages must be adhered to by the hirer.
2. Please ensure that users understand how to operate all kitchen equipment / appliances safely before use.
3. No Person under the age of 16 years may use the kitchen.
4. Electrical Appliances brought into the centre for use **must be notified to the office** and be in **good working order**. It is the hirer's responsibility to have Proof of maintenance should it be required. An Annual PAT Test is advised and recommended although not a legal requirement. Items of equipment brought into the centre **are used by the operators', on their own responsibility and at their own risk.**
5. No animals except guide & assistance dogs may be brought into the centre.

FIRST AID:

1. **GREEN BAGS WITH A WHITE CROSS:**
 - a. **A Kitchen use First Aid Bag** is hanging on a hook above the hot trolley in the kitchen which is located on the left as you enter the kitchen from the concourse. This includes blue radio opaque plasters for kitchen use only.
 - b. **A General First Aid Bag** is hanging in the concourse on the left side wall by the left side glass entrance/exit doors as you leave the building.
2. **BOTH BAGS ARE NOTED WITH A FIRST AID SIGN: The accident record book** is provided and is hanging on a hook below the First Aid Bag in the concourse. Any accident that requires the use of items from the **FIRST AID BAG** must be reported on an accident form and given into the church office within 24hrs of the accident occurring.

Should **EMERGENCY ASSISTANCE** be required, it is the responsibility of the hirer to contact the emergency services. The hirer is required to ensure provision of a mobile phone that is charged and fit for use to contact them. You will not be charged for calling Emergency Services.

KITCHEN SAFETY:

1. **COSHH:** The Control of Substances Hazards to Health regulations require that products used for cleaning are kept in a locked cupboard and information sheets are available for First Aid and emergency advice. Therefore washing up liquid and sanitiser are the only products left out for use in the kitchen – **please do not bring other products into the centre for use. Bleach is not permitted for use in Public Kitchens.**
2. **DISPOSABLE CLEANING CLOTHS** j-cloth type cloths and paper towelling are provided. Used cloths should be disposed of at the end of the event.
3. **WORK SURFACES** should be cleaned before and after use with the sanitising product provided and a disposable cloth.
4. **SINKS** should be cleaned and dried after use. Please be advised that there are two sinks which have designated use. One for **FOOD PREPARATION** and one for a **WASHING UP SINK**. A Hand Basin is provided for kitchen user's only.
5. **THE DISHWASHER** should be drained and cleaned *after use*. Full instructions are displayed on the hood of the appliance

SUPPLY & SALE OF ALCOHOL:

1. **ALCOHOL MAY NOT BE STORED ON THE PREMISES.**
2. Alcohol brought onto the premises for use at an event must be removed from the premises at the end of the event.
3. It is a criminal offence for anyone to sell alcohol to a person who is under the age of 18 years. There are no exceptions to this. Notices displaying this wording are displayed in the Church Centre and must be clearly displayed during the period of every event that involves a bar.
4. **Challenge 25 applies.** Anyone who appears to be under the age of **25 years** may be required to provide proof of age.
5. Provision must be made for a separate soft drinks service point away from the area providing alcohol. No alcohol may be consumed at children's parties/events by supervising adult guests. This is not negotiable.
6. Alcohol for consumption may only be sold between the hours of **12noon – 11pm**. No *licensable activities are to take place on the premises after **11.30pm** including clearing up time. ****Licensable activities are: Sale or Supply of Alcohol; Performance Dance; Performance of Live Music; Provision of Facilities for Making Music; Provision of a play; Provision of Facilities for Dance.***

FIRE SAFETY & EMERGENCY PROCEDURES**& Evacuation of the Church Centre in an Emergency.**

- 1) **THE LEAD (CASUAL) HIRER** is deemed to be the person whose name is on the form – **Application for Hire of St Andrew's Church Centre. Please ensure that you are familiar with the following Guidelines.**
- 2) **The Lead Hirer** should have knowledge of the number, names (or both) of those present at your event in the Church Centre during the period of hire. Regular hirers are required to maintain use of the signing in sheets for each session. Should an emergency occur, the sheet should be given to the **Person in Charge** from the emergency service attending the premises. This will assist them in establishing who has evacuated the building, or is not accounted for. (signing in sheets are obtained from the church office)
- 3) **The Lead Hirer is responsible for:**
 - a) Initiating a safe and speedy exit from the Church Centre in any emergency.
 - b) Familiarising themselves with the position of emergency exits and the **RED EMERGENCY ALARM BOXES** on walls next to a fire exit.
 - c) Ensuring that the **EMERGENCY EXITS** are **NOT OBSTRUCTED** during the period of hire of the Church Centre, by equipment or furniture and that the exits are not locked. Hirers are advised to check this at the outset of your period of hire.
 - d) For checking that there is a **CLEAR PATHWAY** to the nearest **EMERGENCY EXITS**.
 - e) Checking that **EMERGENCY EXITS** from the building which may be required for use by yourself or your party in the event of any emergency **are made known to those attending, at the start of the event.**
 - f) Having in their possession a reliable and fully charged mobile phone ready for use to contact the **EMERGENCY SERVICES** should an emergency occur during your period of hire of the Church Centre. **LACK OF CREDIT ON A MOBILE PHONE IS NOT AN ISSUE - EMERGENCY CALLS DO NOT INCUR A CHARGE. IF NECESSARY, STEP OUTSIDE OF THE BUILDING AT THE FRONT ENTRANCE TO OBTAIN A CLEARER SIGNAL.**

IN THE EVENT OF FIRE OR MEDICAL EMERGENCY AND YOU REQUIRE ASSISTANCE

**GIVE THE EMERGENCY SERVICES THE ADDRESS:
ST ANDREWS CHURCH CENTRE
STATION ROAD
CHURCHDOWN GL3 2JT**

- DO NOT FIGHT A FIRE – IMMEDIATELY COMMENCE EVACUATION OF THE PREMISES**
- IF YOU ARE IN THE KITCHEN TURN OFF THE GAS WITH THE YELLOW LEVER MARKED GAS CUT OFF TAP**
- IF IT IS SAFE TO DO SO, CHECK TOILETS AND CONCOURSE AREAS FOR MEMBERS OF YOUR PARTY ON YOUR WAY OUT**
- REMEMBER TO ASSIST ANY MEMBERS OF YOUR GROUP WHO HAVE A DISABILITY OR ARE FRAIL**
- DO NOT RE-ENTER THE BUILDING DURING OR AFTER A FIRE OR EMERGENCY EVACUATION HAS OCCURRED.**
- GATHER AT THE MEMORIAL AT THE FRONT OF THE CHURCH CENTRE BY THE A SIGN INDICATES ASSEMBLY POINT**
- WAIT FOR THE EMERGENCY SERVICES TO ARRIVE**
- CHECK YOUR ATTENDANCE RECORD FOR ANYONE NOT AT THE ASSEMBLY POINT and inform the ATTENDING OFFICER IN CHARGE FROM THE EMERGENCY SERVICE.**