

INFORMATION FOR THOSE WHO HAVE BOOKED THE CHURCH HALL of St Dunstan's Church Monks Risborough

Thank you for booking the Church Hall and welcome to St Dunstan's facilities. To ensure that you enjoy your use of the Church Hall and that all of your participants do so safely, and in the knowledge that the Church has prepared the facilities properly for you, the Church has compiled a set of information leaflets. The leaflets cover:

- Evacuation procedure; it is recommended that one of your participants reads this procedure and takes responsibility should an evacuation be required.
- First aid briefing; this should provide you with all of the information you need should first aid be required.
- Use of the kitchen; this sets out the information you will need if you have arranged at the time of booking to use the cooking facilities.
- Terms and conditions of booking; this is a detailed set of terms and conditions which apply when you are using the Church Hall, designed to ensure that you understand the obligations you have and also what is in place to ensure your booking is covered within the Church's insurance; if you are a regular user, you must read and understand these, and return a signed copy to the Bookings Secretary.

Copies of all of these leaflets are available from the Church's website and in the Church. If you are a one-off or occasional user, a summary of the main terms and conditions is set out on the back of this leaflet.

Information you will need as a user

Set out below is the information which should facilitate your use of the Church Hall and enable that use to go smoothly. If you have any problems, please contact the Bookings Secretary, albeit the Church cannot guarantee to resolve problems immediately. Where you find maintenance or health and safety problems, please let the Church know by setting out the issue in the maintenance book, which is stored in the kitchen.

Fire Exits and First Aid

Ensure you have read the 'Evacuation Procedure'. The two fire exits are:

- The door to the rear of the hall with a push bar.
- The entrance door, albeit this is not recommended for groups where that door has been latched because of the need to safeguard children.

Ensure you have read the 'First Aid Briefing'. There is a first aid kit in the kitchen in the cupboard marked with a first aid cross.

Deposit

For one-off or occasional users, a deposit of £50 may be required as an insurance against damage to the premises or equipment. This will be payable before the keys are issued and will be returned as soon as possible after the event.

Access, Furniture and Equipment

The furniture currently provided by the Church comprises tables and chairs. The chairs are stacked in the Main Hall, in stacks of 6 and the tables in the cupboard by the serving hatch. Please store the furniture back to where it was after use. Ensure that the tables are stored all facing one way and at an angle, as this is safer and prevents them tumbling. Please secure the two chains across the doorway before closing the cupboard door, for extra safety. Ensure the shelf by the serving hatch is in the down position upon leaving the hall.

Cleaning

At the end of your event please ensure all of the rooms, including the toilet, are left clean and tidy, and fit for the next user. Please check that all electrical kitchen equipment has been turned off, especially the water heater.

Heating

The Church Hall has a central heating system which should be set so that the heating is appropriate to the time of year and the use of the building. If you find that the Church Hall is not sufficiently heated there is a portable electric heater for use in the hall only.

Key Points of the Terms and Conditions

If you are concerned in any way that you do not understand the terms and conditions under which you have hired the Church Hall, you should read the full terms & conditions leaflet or contact the Bookings Secretary.

The key points of the Terms and Conditions are that the Hirer must:

- Inform the Bookings Secretary of how the Church Hall is to be used, especially the kitchen facilities, and confirm with the Church any advertising relating to the hire.
- Book sufficient time to allow for setting up and for clearing away, leaving the Church Hall in the condition it was found and accepting the responsibility for any damage caused through the hire.
- Be responsible for all licensing requirements that are required, specifically those related to alcohol and performance.
- Where the activity is commercial, meet any insurance requirements and any statutory requirements where children or vulnerable adults are involved.
- Ensure there is always adult supervision of people under 16 years with more personal supervision of those under 4.
- Obey any health and safety rules set out by the Church, specifically those relating to evacuation, first aid and the use of electrical and kitchen equipment.
- Use the Church Hall in the manner set out in this leaflet.