

St James Hall Church- Terms and conditions of hire

HALL & OFFICES

Hire covers heating and lighting, power, use of tables and chairs.

Please be aware that other parts of the building may be occupied especially when noise could be an issue.

Please clean tables and chairs, stack them as found, sweep floor, lock windows, close blinds, and turn off all lights.

KITCHEN

Please wash/clean all used equipment and put away in cupboards.

Please report any damage or breakages.

RUBBISH

Please take all your rubbish away with you or dispose of it in the black bin outside. The green bin is for garden waste only.

HEATING HALL- If a problem occurs, please contact the Booking Manager.

OFFICES- To conserve energy, only press the timer button when the wall heater goes off.

HEALTH & SAFETY

Ensure fire doors and entrance door are securely locked before leaving.

Groups hiring the hall or offices should have their own Child Protection & Vulnerable Adult Protection policies (including Disclosure).

Please read the "Fire Evacuation Policy for Group Leaders" which is issued with the contract and is also displayed in the hall.

Hirers should consider a Risk Assessment to ensure compliance.

Observance of practical Health and Safety procedures is a necessary requirement.

Tables & chairs- instructions for use of the handling equipment is provided.