

## **St Mary's Guidance and information on the use of our Hall and Annexe.**



Thank you for your interest in the booking of St Mary's Church Hall. We hope your experience with us will be memorable and fun. If you intend to use our facility on a regular basis, we do hope you will take part in sharing information on how we can improve our facility and meet the needs of our community. If you are using the facility for a one-off event, we thank you for choosing St. Mary's Church Hall.

We are proud of our Church and our hall and are delighted to share this with all. We want you to have the best possible experience and it is important for us to share as much information as possible. Our booking form highlights some key areas, but we believe the following may be beneficial —

- The Hall consists of a large area which can hold up to 100 people and a small annexe. We have a fully equipped kitchen which is available free, including crockery, for the purpose of making tea/coffee. However, the use of cooking facilities incurs an additional small fee. There is also a small charge for use of the stage.
- We will ensure that the building is clean and tidy on your arrival. We would be grateful if you could leave it in the same condition removing your rubbish. If the premises are not left as you found them and cleaning is required you will be charged for this service.
- The Church of England operates a safeguarding policy for Children and Adults. All must be supervised, and we accept no responsibility for the welfare of people who hire our facility.
- No smoking is allowed in any part of the building. Fire exits are marked and must not be locked or blocked during the letting.
- A disabled toilet is available.
- Smoking or Vaping is not allowed throughout building.
- Please do not fix items to the wall or woodwork.
- Chairs and tables are available and must be stacked after use.
- Please ensure that all lights are turned off and doors locked on your departure.
- Noise –we make every attempt to adhere to the to the local authority guidance on respecting our neighbours and adhering to their 11pm-7am no noise rule and ask for your co-operation in this.
- Guide Dogs or assistance dogs are the only animals allowed in the church hall.
- Parking in Cressington Park is not permitted.

The Parochial Church Council is not responsible for the loss or damage to user's property.

**Covid-all users must abide by government guidelines during the current pandemic.**

For hiring and more information please use the booking/enquiry link.

**Latest news-** Monthly coffee mornings have now returned to the Church Hall.