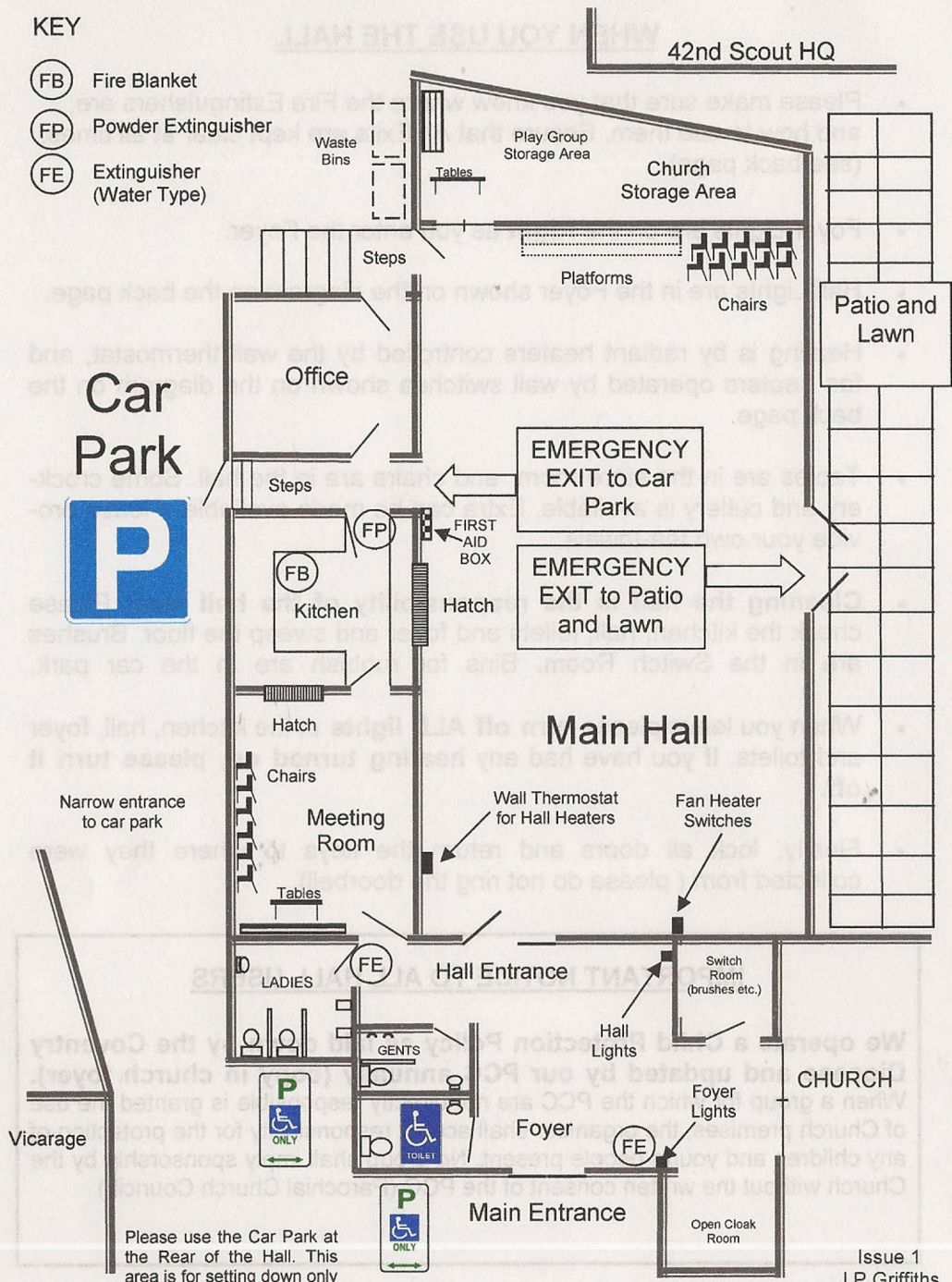


KEY

- (FB) Fire Blanket
- (FP) Powder Extinguisher
- (FE) Extinguisher (Water Type)

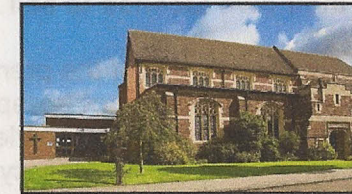


ST. BARBARA'S CHURCH HALL



General Information

PLEASE READ THIS BOOKLET BEFORE YOU USE THE HALL



The Hall was built to provide facilities for Church and for Community Access for the disabled is a feature of its design. The Hall and the Meeting Room can be booked through the **Bookings Secretary**:

Mrs E Parnell 42 Woodland Ave. CV5 6DB Tel: 7671 5583.

- The Church Council reserve the right to refuse any letting.
- Booking Time starts when you take over the premises and finishes when you vacate the premises.
- Please report any damage to the Booking Secretary. Users are made responsible for the cost of repairs or replacements. Accidents should be recorded in the Accident Book in the Kitchen.
- Hall Fees are payable before the event, but at the latest at the end of the month in which you use the premises. Cheques made payable to St. Barbara's Church and sent to the Bookings Secretary.
- Copies of this information sheet can be downloaded from the church website (www.stbarbarasearlsdon.org.uk).

Vicar: Revd. Hilda Wild, The Vicarage, 24 Rochester Rd. CV5 6AG Tel: 024 7667405

TO ALL OUR HALL USERS

- We are very pleased that you are using our Hall. If you have any suggestions or problems, please contact the Hall Bookings Secretary.
- The Hall is licensed for Singing, Dancing and Entertainment. This allows the use of the Hall by **180** people for Dances and similar activities, and **230** for Meetings where people are mostly seated. The Meeting Room will hold up to **30** people reasonably comfortably.
- Users **MUST** obtain **their own License to sell Alcoholic Drinks**.
- Please use the Car Park at the rear of the premises, parking as neatly as possible. The Church Council cannot accept liability for losses due to theft etc. from the premises or Car park. Please do not let cars obstruct The Hall entrance or side emergency door. After unloading please use the Car Park; only the disabled should park outside the main entrance. Please ask people parking on the road to keep well away from the corner of Beechwood Avenue and Rochester Rd.
- **It is important to watch out for children when arriving or departing the premises, particularly in the vicinity of the front doors.**

FIRE EXIT INSPECTION & RECORD

It is a condition of the Entertainment Licence that **all fire exits are maintained free from obstruction**. It is also a requirement that a record is kept which indicates the time and date of an inspection of the emergency exits before each entertainment. All organisers are therefore required to ensure **before their booking** that the three fire exits from the hall are not blocked and will open in an emergency, and to record this inspection in the booklet attached to the hall notice board.

Any faults with any fire exit door are to be reported Straightaway to the Hall Secretary.

Your co-operation is appreciated -Thank You

WHEN YOU USE THE HALL

- Please make sure that you know where the Fire Extinguishers are, and how to use them. Ensure that All Exits are kept clear at all times, (see back page).
- Foyer Lights are on the **Right** as you enter the Foyer.
- Hall Lights are in the Foyer shown on the diagram on the back page.
- Heating is by radiant heaters controlled by the wall thermostat, and fan heaters operated by wall switches shown on the diagram on the back page
- Tables are in the store room and chairs are in the hall. Some crockery and cutlery is available. Extra can be made available. Please provide your own tea-towels.
- **Cleaning the hall is the responsibility of the hall user.** Please check the kitchen, hall, toilets and foyer and sweep the floor. Brushes are in the Switch Room. Bins for rubbish are in the car park.
- When you leave please **turn off ALL lights** in the kitchen, hall, foyer and toilets. If you have had any **heating turned on, please turn it off.**
- Finally, lock all doors and return the keys to where they were collected from (please do not ring the doorbell).

IMPORTANT NOTICE TO ALL HALL USERS

We operate a Child Protection Policy as laid down by the Coventry Diocese and updated by our PCC annually (copy in church foyer). When a group for which the PCC are not directly responsible is granted the use of Church premises, the organiser shall accept responsibility for the protection of any children and young people present. No group shall imply sponsorship by the Church without the written consent of the PCC (Parochial Church Council).