

Key Information for Hirers

**Thank you for choosing to book the Community Centre @ Christ Church!
We hope that you have an enjoyable time**

Some of the key points are as follows:

General:

- It is the hirer's responsibility to set up/ down all of their own equipment and to ensure that the Centre is left in a clean and tidy state at the end of their booking. All windows should be closed at the end of a booking
- When decorating the walls, doors & beams please only use white tack as this is non marking
- The Centre will be opened up at the start and closed at the end of your booking by a volunteer. The time period you have booked is the time that you should be ready to enter and also leave the building. If you require extra time for setting up/ clearing away this must be booked in advance of the session.
- If you have finished early and no one has arrived, please don't feel that you need to wait, someone will be along to close up after you. If you are in any doubt please phone the emergency number (can be found on the notice board in the lobby).
- In case of emergency, please make yourself aware of all fire exits at the beginning of your time here. Emergency contact numbers for staff and volunteers can be found on the notice board in the lobby area and also on the main entrance and parish entrance doors.
- Smoking is only permitted outside the building – smoking bins will be provided in the future
- First aid boxes are situated in the toilet at the Parish Office end of the building and the kitchen
- All music must be turned off no later than 11pm
- Please **DO NOT** stand on the folding chairs – they are not strong enough to be used in this way

Garden Use:

- Most importantly, please keep outside noise to a minimum in order to respect our neighbours
- Please ensure that no one stands on the astro turf as this area is out of bounds and not strong enough
- No one is to climb on any of the surrounding walls

Rubbish:

- The hirer should ensure that they bring their own bin bags and that all general rubbish is taken to the biffa skip. It is at the end of the Community Centre (Church entrance end)
- There are recycling bins directly opposite the kitchen for paper, plastic and cans. All glass bottles should be taken away by the hirer
- Please take used nappies home with you
- A brush, dustpan and brush and mop and bucket can be found in either the store cupboard or the kitchen

Kitchen:

- If hired the kitchen comes with the following accessories:
 - Oven – instructions can be found on the wall next to the oven
 - Microwave
 - Heated trolley
 - Fridge (no freezer on site)
 - Dishwasher – please read instructions thoroughly if you plan to use it. The dishwasher must be drained at the end of hire
 - Mugs and a hot water urn are available for teas and coffees – please provide your own milk, tea bags, coffee and sugar
- Please be aware that the kitchen is a shared space with other users of the Centre.

Parking:

- There are 40 free spaces available in the church car park.
- Spaces are available on a first come first served basis and parking cannot be guaranteed as it is shared with church and burial ground visitors.
- Please do not drive up the path outside the front of the church unless dropping off equipment. This area is for emergency vehicles and access only
- Old Town car parking can be found at the following link:
 - <http://www.swindon.gov.uk/ts/ts-parking/ts-parking-charges/Pages/ts-parking-type-oldtownshortstay.aspx>

Disco:

- If hiring a disco, please be advised that no smoke machines are allowed as this will set off the fire alarm.

Bouncy Castle:

- If hiring a bouncy castle, please be aware that the maximum height is 10 ft