

Document Title	Key Information for Hirers
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Key Information for Hirers

This document has 3 different sections one for each facility you can hire, The Community Centre @ Christ Church, Christ Church and St Mary's. Please ensure you read the relevant section for your booking.

1. The Community Centre @ Christ Church

Thank you for choosing to book the Community Centre @ Christ Church!

The community centre is run for the benefit of the local community, mainly by volunteers. Please use it responsibly and safely. The following rules are to ensure that everyone can continue to enjoy its facilities for years to come:

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 proper brand blue or white tack as this is non marking. Cheap alternatives leave marks.
- The Centre will be opened up at the start and closed at the end of your booking by a volunteer. If you do not arrive or leave on time then you may have access issues with the room booked. 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 your booking over runs an additional charge may be applied

- 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 are provided at all 3 entrances to the building
- 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 on Friday/ Saturday. Music must end by 10pm on all other days.
- Please **DO NOT** stand on the folding chairs or stand/ sit on the tables – they are not strong enough to be used in this way

Alcohol:

- Alcohol is permitted within the centre as long as it is not being sold.
- If you are selling alcohol at your event you will need to purchase an alcohol license from us at the cost of £21.

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
- If congregating in the gardens, please use the lower garden as a first priority so as to be further away from the neighbouring properties

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 put in the green wheelie bin at the end of the Community Centre (Church entrance end)
- 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 you have hired the kitchen it 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 plumbed in 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 is 40 parking spaces on site which is shared with the church, visitors to the burial ground and permit holders, therefore depending on activities parking cannot be guaranteed.
- Spaces are available on a first come first served basis
- Please do not drive up the ramp outside the front of the church unless dropping off equipment. This area is for emergency vehicles and access only
- If you do need to drive across the front of the church please do not park in any of the bays outside the church and Centre as this is for emergency use.
- If you do need to drive up the ramp to the top of the Centre, please do not block the houses on the right hand side as this is back access to the residents properties. There is enough space for a maximum of 3 cars here only.
- Please do not park in disabled parking bays unless you are a disabled badge holder and can display the permit on your dashboard
- For more information on parking please go to the very end of this document where we have listed some links to the local car parks.

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. We recommend 'Skys the Limit'. They know which bouncy castles fit in our hall and can be contacted on: 01793 527754 or 07787 563098

It is the hirer's responsibility to ensure that attendees are aware of all of the above points

2. Christ Church

Thank you for choosing to book Christ Church!

Christ Church is run for the benefit of the local community, mainly by volunteers. Please use it responsibly and safely. The following rules are to ensure that everyone can continue to enjoy its facilities for years to come:

General:

- It is the hirer's responsibility to set up/ down all of their own equipment and to ensure that the church is left in a clean and tidy state at the end of their booking.
- When decorating the stone walls please only use tape as tack can mark the stone. When decorating the doors please use branded tack as cheaper alternatives can leave marks and tape can remove the paint.
- The Church will be opened up at the start and closed at the end of your booking by a volunteer. If you do not arrive or leave on time then you may have access issues with access. 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 your booking over runs an additional charge may be applied
- 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 which can be found at both the main entrance and Parish entrance to the Community Centre @ Christ Church
- In case of emergency, please make yourself aware of all exits at the beginning of your time here. Emergency contact numbers for staff and volunteers can be found the main entrance and parish entrance doors to the Community Centre.
- Smoking is only permitted outside the building – smoking bins are provided at all 3 entrances to the Community Centre @ Christ Church.
- There is a first aid box in the back corner of the church (to the left of the entrance as you enter)
- There are no toilets in the Church but you are able to use the toilets located in the Community Centre @ Christ Church.
- All music must be turned off no later than 11pm on Friday/ Saturday. Music must end by 10pm on all other days.
- Please **DO NOT** stand on the chairs or stand/ sit on the tables – they are not strong enough to be used in this way
- Please respect our neighbours and keep any outside noise to a minimum

Alcohol:

- Alcohol is permitted within the church as long as it is not being sold.
- If you are selling alcohol at your event you will need to purchase an alcohol license from us at the cost of £21.

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 inside the Community Centre directly opposite the kitchen for paper, plastic and cans. All glass bottles should be put in the green wheelie bin at the end of the Community Centre (Church entrance end)
- 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 in the Community Centre

Kitchen:

- There is no kitchen located in the church, however an urn is available if you wanted to serve hot drinks.
- You can hire the Kitchen in the Community Centre at an extra cost. Please contact us if you wish to do so.
- The kitchen in the Community Centre 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 plumbed in 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 parking spaces on site which is shared with the Community Centre, visitors to the burial ground and permit holders, therefore depending on activities parking cannot be guaranteed.
- Spaces are available on a first come first served basis
- Please do not drive up the ramp outside the front of the church unless dropping off equipment. This area is for emergency vehicles and access only
- If you do need to drive across the front of the church please do not park in any of the bays outside the church as this is for emergency use.
- Please do not park in disabled parking bays unless you are a disabled badge holder and can display the permit on your dashboard
- For more information on parking please go to the very end of this document where we have listed some links to the local car parks.

Hire of extras:

- If you require use of the sound system, projector or microphones please ensure you notify us of this in advance of your booking so we can arrange a member of staff/volunteer to assist you with setting up these things. We may need to provide a sounds person at an additional charge.
- If you have any further queries about any extras you have requested please contact us in advance so we can ensure your day runs as smoothly as possible.

It is the hirer's responsibility to ensure that attendees are aware of all of the above points

3. St Marys Church & Hall

Thank you for choosing to book St Mary's Church!

The church is run for the benefit of the local community, mainly by volunteers. Please use it responsibly and safely. The following rules are to ensure that everyone can continue to enjoy its facilities for years to come:

General:

- It is the hirer's responsibility to set up/ down all of their own equipment and to ensure that the Church 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 proper brand blue or white tack as this is non marking. Cheap alternatives leave marks.
- The Church will be opened up at the start and closed at the end of your booking by a volunteer. If you do not arrive or leave on time then you may have access issues with the room booked. 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 your booking over runs an additional charge may be applied
- 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.
- In case of emergency, please make yourself aware of all fire exits at the beginning of your time here.
- Smoking is only permitted outside the building
- First aid box & fire blanket are situated in the kitchen.
- All music must be turned off no later than 11pm on Friday/ Saturday. Music must end by 10pm on all other days.
- Please **DO NOT** stand on the chairs or stand/ sit on the tables – they are not strong enough to be used in this way
- Please respect our neighbours and keep outside noise to a minimum

Alcohol:

- Alcohol is permitted within the centre as long as it is not being sold.
- If you are selling alcohol at your event you will need to purchase an alcohol license from us at the cost of £21.

Rubbish:

- The hirer should ensure that they bring their own bin bags and that they take all rubbish away with them.
- 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:

- St Mary's has a small kitchenette which is included in the price of the room.
- The Kitchenette has cups and glasses for use but all other equipment should be provided by the hirer.

Parking:

- St Mary's Church doesn't have its own car park so all parking is in the adjoining streets around the church.
- Please do not park in the sheltered housing car park as this is privately owned by them for their visitors only

It is the hirer's responsibility to ensure that attendees are aware of all of the above points

Web Links to Local Car Parks in Old Town

https://www.swindon.gov.uk/directory_record/22937/britannia_place_car_park

https://www.swindon.gov.uk/directory_record/22950/prospect_place_car_park

https://www.swindon.gov.uk/directory_record/22944/dammas_lane_car_park

https://www.swindon.gov.uk/directory_record/22978/wood_street_pay_on_street_bays

https://www.swindon.gov.uk/directory_record/22956/the_planks_car_park