**Christ Church Community Hall – Facilities and Basic Instructions**

(Revised 2021)

**To help you plan your event**

The hall itself measures about 25 x 48 feet and has a wood effect hard composite floor.

There are 4 5ft diameter tables and 10 4ft diameter tables, a few small and a few large tressle tables along with 70 stackable vinyl padded chairs.

All the tables and chairs are stowed in the corner walk-in cupboard.

There is a fully fitted kitchen containing a double sink, served by hot and cold water, dishwasher, dual fuel cooker, large refrigerator, hot water boiler, kettles, two large metal

teapots and ample cupboard space containing crockery and cooking utensils.

The hot water boiler should only be used when there are a large number of people being catered for and **this should be switched to standby after use.**

There are three toilets, two in the entrance lobby, one of which is for the use of the disabled. This has a pull-cord fitted alarm system which activates an audible and visual alarm which can be reset in the toilet.

The internal lighting system in the **entrance lobby and toilets** is controlled by passive detectors which **automatically switch on the lights and then off** after a set time. The main hall is provided with a four scene lighting system for use in particular scenarios. Instructions for its operation can be found in the hall user folder. When leaving the hall ensure the lights are switched off using the bottom button on the control box.

There is external lighting which illuminates the entrance porch, approach ramp and play

area. These should all be switched off upon leaving the building.

The **emergency exits** are the **main entrance door** and the fire exit door at **the opposite end of the building**. This second exit opens onto private property and should never be used other than in an emergency. The large window doors leading into the play area should not be used as a means of escape as the access gate is invariably locked. The building is **a No Smoking Zone** and NO smoking should be allowed in the building or front porch.

Fire extinguishers are provided at various points throughout the hall.

The hall is provided with a central heating system which provides heating and hot water from a central gas boiler. It is automatically controlled by a programmer unit.

There is a full audio and visual system comprising a motorised screen, ceiling projector, surround sound system, and DVD systems.

For waste disposal, the hall has domestic and recycle green waste bins outside at the side of the building. There are also smaller bins provided in the kitchen and cleaning materials van be found in the cupboard in the entrance hall as well as brooms for sweeping the hall after use.

Access keys to the hall can be obtained from the booking secretary.

The tall bi-fold doors opening onto the **nursery play area** are normally locked and **are not to be used unless specific approval has been given**

**Teas on the Green - Cupboards** - available to all Hirers

These are located under the serving worktop area and contain:-

Ample crockery (including a large number of mugs in boxes and small plates ).

Various utensils including cake knives and slices etc

Pots with assorted spoons, forks and knives

30 blue and white trays. Please use universal cleaning spray before and after use.

**Teas on the Green - Outdoor Signs and Chairs.**

These are stored in the Church Cellar, the door of which is to the left of the Church Porch.

The cellar light switch is to the right of the ladder. The signs have suggested locations written on them.

**General Defects**

If there are any defects, please advise the booking secretary or member of the management committee and provide details in the **defect book** in the bottom drawer provided.

**Polite Reminders**

**Nothing is to be attached to the walls or cupboard doors by any means, including blue tack.**

Only use the fire exit door in an emergency as it opens on to private property with no right of way.

When cleaning/mopping the floor please use the soap solution provided but well diluted.

Afterwards and before you leave –

**Please:**

Return all items to their proper place (tables stacked as per photo in cupboard)

Leave all areas tidy and clean.

Dry all crockery, beakers and trays thoroughly

Shut and secure all windows including those in the kitchen.

Ensure all doors are shut and locked where applicable.

Check the toilets before you go – ensure taps are turned off.

**Put your rubbish in bins outside in the porch area**. We encourage you to recycle as much as possible (paper, card, plastic bottles and all cans).

Turn off the hall and kitchen lights. The lobby lights should go off automatically on leaving.

Return the keys to the key holder you obtained them from.

**Have a lovely time – thank you for your co-operation.**