



GUIDELINES FOR ALL HIRERS TO OBSERVE: please keep a copy of this with you

We hope you find the St Andrew's Centre a welcoming and comfortable venue for your use. Here are a few things to observe when you use the Centre: -

PLEASE

1. Fix any decorations **ONLY** to non-painted areas such as the window frames using blu-tack or use the existing wall hooks.
2. **Do not use smoke machines or bubble machines, as these will set off the fire alarm.**
3. **Remember to bring tea towels with you as none are provided.**
4. Have regard for our neighbours, keeping noise to a reasonable level and (if necessary) keep external doors closed. You must leave the Centre by 11pm on Saturdays and 10pm on other days of the week.
5. **WE DO NOT HAVE A CARETAKER SO PLEASE** leave the Centre clean and tidy - wipe down tables and work surfaces, and sweep the floor after use.
6. Empty the bins and put your rubbish in the relevant bins in the churchyard or if they are full take it home with you.
7. Put away any furniture you have used.
8. Turn off all lights and turn the radiators down if you have turned them up.
9. Tell us straightaway by email to standrewscentre@hotmail.com or text to **07593 055223** if any damage occurs to the Centre or its contents or anyone is injured while at the Centre or on church land.
10. We regret that there is no parking available. Under no circumstances are vehicles to be parked in the St Nicholas Hall or Old Rectory driveway or Bridges Court/Tanners Court as this is private land.
11. Note that it is a condition of use of the kitchen that you take full responsibility for food safety.
12. Think about and check whether you are insured if anyone at your event becomes ill or is hurt and take out any insurance you may need for your own protection.
13. Take a look before the event at the fire safety advice in the booking documents you were given.

FACILITIES YOU MAY USE

1. Crockery, tins, cutlery, utensils in the kitchen. Please put them back clean.
2. Right hand fridge but please remove all unused food.

3. Oven and hob – again please leave clean.
4. Tables (6 x 8-seater, 6 x 6-seater, 6 x 4' circular, 2 x toddler size), chairs (80 x adult and 8 x toddler size).
5. Dishwasher, but this is a commercial washer and you need to have been instructed in its use beforehand. Unless authorised **Do Not Use!**
6. Wifi – BTHub6-2FZP or BTHub6-2FZP5
Password g3bp9NdXk6Ea
7. Audio/visual equipment – please ask the Bookings Secretary

For information for bouncy castles - the hall ceiling is 284 cm high but there is a projector hanging down at the far end of the hall which reduces the height to 250cm.

Contact numbers for Hertford St Andrew Community Trust:

Bookings Secretary: 07593 055223

Chairman of Trustees: Mr Richard Taylor: 07703 197707