

IMMANUEL AND ST ANDREW
CHURCH HALL AND PARISH ROOMS

INFORMATION
FOR
HALL USERS

SJE 25.08.11



BOOKING PROCEDURE

- The PCC (Parochial Church Council) reserves the right not to accept bookings for parties from people who are not known to the church and therefore require two references from the church community. Please contact the Parish Administrator to discuss.
- If you would like to view the hall, contact the Parish Administrator on 8679 6888 and arrange a time to have a look round. Check that the room(s) do indeed meet your requirements. See our website on www.immanuelstreatham.org.uk
- Contact the Parish Administrator to ascertain the availability of your preferred date and whether the PCC might consider accepting the booking. You will be sent (or can collect) the Conditions of Hire, a list of hire charges and a yellow application form if you have not already received them with this booklet
- We cannot take bookings with less than 2 weeks' notice
- Fill out the application form and return it with a cheque, made payable to **PCC of Immanuel and St Andrew**, for 25%* of the total hire fee to confirm the booking. (*If the booking is made less than 4 weeks before the date of the event then the whole amount is required).
- We will ask you to read our safeguarding policies and Conditions of Hire carefully as your signature on the application form confirms that you agree to abide by them.
- The Parish Administrator will write to confirm the booking.
- The outstanding balance of the hire fee should be paid at least 4 weeks before the date of the event (if it hasn't already been paid in full)
- The **security deposit** (details on the list of hire charges) should be paid by the Thursday a fortnight before the booking (ie 16 days in advance for a Saturday booking).
- If payment is made less than two weeks in advance then it should be in cash only as cheques will not be accepted this late. Unfortunately we do not have the facility to accept payments by credit or debit card.
- **The security deposit will be returned as a cheque (even if paid in cash) as soon as possible after the event once the PCC have ascertained that all the Conditions of Hire, available separately, have been met. This may take up to a fortnight.**

CONTACT DETAILS

Parish Administrator
Immanuel and St Andrew Church
452 Streatham High Road
LONDON
SW16 3PY

(020) 8679 6888

This is the phone number of the parish office which is usually open 2 mornings a week during school term time. If you leave a message, the answer machine is checked every couple of days. You may prefer to send an e-mail to:

office@immanuelstreatham.org.uk

Visit our website at **www.immanuelstreatham.org.uk**

Immanuel and St Andrew is a Parish Church in the Church of England Diocese of Southwark.

THINGS TO REMEMBER

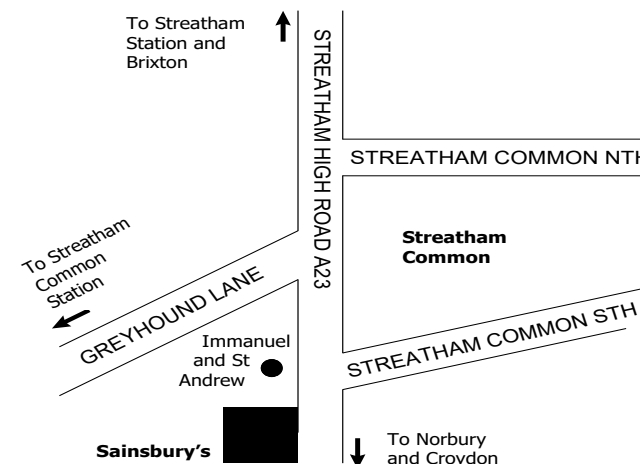
The hall and parish rooms are used by a great number of local groups in the community. We do our best to make sure they are in a fit state when you arrive and would appreciate it if you could show consideration to those who are using the rooms after you and consideration to our neighbours during the party. :

- No food and drink can be taken out of the hall during your party and consumed in our forecourt or in the street
- Guests must access the hall only through the red front door and not use the rear exit for any reason except to access the rubbish and recycling bins
- Hall users must not use the rear car park at all or allow guests to congregate there. Care home staff have the right to lock this car park and refuse to open it and should not feel intimidated.
- Sweep up and take out your rubbish from all the rooms you have used, including toilets.
- Wipe down surfaces and mop up spillages immediately to avoid damage to the wooden floor.
- Do not leave bags of rubbish anywhere except in the skip in the St John's House car park. Bags must not be left in the street, by the side of the bin or in the building.
- Check that no-one has left any personal property behind
- LEAVE ON TIME and do not be rude to the caretaker if asked to leave. Thank you.

We hope you find everything in the hall to your satisfaction. We will endeavour to return your security deposit (by cheque, even if originally paid in cash) as soon as possible once the PCC are happy that none of the Conditions of Hire have been breached.

LOCATION

Immanuel and St Andrew's Church and Hall are located on the northbound side of Streatham High Road, opposite Streatham Common and next to Sainsbury's supermarket.



PARKING

The Church has no car park but there is plenty of free, on-street parking. The Red Route box outside the Church is limited to 20 minutes parking between 1pm and 4pm but there is unlimited waiting time between 7pm and 7am. There is no parking in the Red Route Box outside these hours and the double red lines elsewhere indicate no parking at any time.

AVAILABILITY

There is NO PARKING allowed at all in the car park at the rear of the building which belongs to St John's House, a residential home for the elderly next door. This car park is PRIVATE PROPERTY. Hall hirers and their guests may not gain access to the hall via this car park or congregate here at all as it disturbs residents.



- The Main Church Hall is used most weekday evenings and during the day by regular groups and classes. However, these are often changing so do ring to check for availability or to see if one of the smaller rooms might be suitable.
- We only accept bookings for weddings and evening parties from people who are known to us and can supply references.
- For Saturday bookings, please note that the absolute latest that the hall can be hired is 11pm. If you are planning an event which runs beyond 11pm then Immanuel and St Andrew cannot help. This is emphasised in the Conditions of Hire and no exceptions are made.
- None of the rooms are available for hire on Sundays.
- The Church itself is not normally hired out for events except for Christian worship, and only at the PCC's discretion.

THE ROOMS

MAIN HALL

Approx Dimensions: 9m x 16m, not including the stage

Suitable for: exercise classes, performances, church functions

Maximum Capacity:
140 people

Furnishings: There are 140 folding, stackable chairs and 20 rectangular, folding tables. The tables measure 2½ feet by 6 feet (76cm x 182cm) and take 8 people. The tables and chairs are kept on portable trolleys for manoeuvrability.

Facilities: There is a large, fully-fitted kitchen. There are male and female toilets at the rear of the building, behind the stage, and a mobility access toilet for disabled use at the front of the hall which has a baby changing facility.



and are required to sign a declaration to say that they have seen the policy and will abide by it insofar as it applies to their activities.

HEALTH AND SAFETY

The Church has a Health and Safety policy which is displayed on the noticeboard in the foyer of the hall. Guests are asked to note the following main points:

FIRE PROCEDURES

You should be made aware of the fire exits when you are let into the hall. Please make sure that these are not blocked at any time. Do not use fire extinguishers to prop open doors etc and do not remove them from their brackets except in an emergency. Do not allow anyone to tamper with them. In the event of a fire leave the building by the nearest exit and call the Fire Brigade. The nearest public telephone is outside the Texaco petrol garage on the opposite side of the main road. Fire Procedures are on the noticeboard in every room of the building. The building is fitted with smoke alarms.

USE OF LADDERS

Ladders are stored with the chairs and tables but these are only to be used by members of the Church who have been trained in their use.

ELECTRICAL EQUIPMENT

You are welcome to bring in your own microwave if you need it in the kitchen, or music system etc. However, all portable electrical appliances should have an up-to-date safety certificate. Electrical failures caused by faulty equipment brought in by hirers are not the responsibility of the PCC.

INSURANCE

The PCC (Parochial Church Council) of Immanuel and St Andrew holds its own public liability insurance. However, any group or individual who hires the premises for whatever purpose should check with their own insurers to ensure that their own public liability insurance cover extends to include the organising of such an event or activity.



Alcohol is permitted as long as it is used responsibly. For example, please only consume alcohol inside the building and do not let drinkers spill out onto the street and front forecourt. You are responsible for the conduct of those aged under 18 with regard to the consumption of alcohol. Please be aware that the building does not have a licence for the sale of alcohol.

WE PROVIDE

- Tables and Chairs
- Bin liners
- Toilet rolls
- Soap
- Mops and brooms
- Cleaning cloths
- Cleaning products

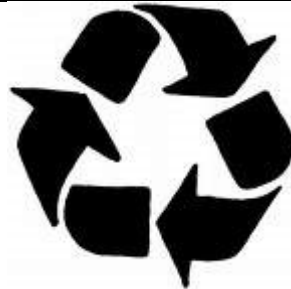
WE DON'T PROVIDE

- Crockery
- Cutlery
- Kitchen equipment
- Table cloths
- Beverages and refreshments
- Sound equipment

Please don't stick sellotape, blutak etc to any of the painted surfaces as it pulls the paint off. Also, we do not allow chewing gum on the premises as it is extremely difficult to remove from floors and furnishings.

RECYCLING

We are always trying to find ways to recycle more rubbish. It reduces the amount of sacks you need to throw in the rubbish skip and lessens the impact on the environment. As well as black bin liners for food rubbish, paper plates and cups etc, there are orange recycling sacks and green bins available for glass bottles, cans, plastic drinks bottles (without lids), paper and card. These can then be thrown/emptied in the green recycling bin in the St John's car park. Orange sacks should not be used for general rubbish. Do not throw food in the green recycling bin. Thank you for your co-operation.



KITCHEN

The kitchen has a fridge-freezer, a large catering cooker with a 6-ring gas hob and electric oven. There is a heated hostess trolley for keeping food warm and a large urn for boiling water. Cooking utensils, crockery and cutlery are not included and there is no dishwasher or microwave. Hirers are welcome to bring in their own electrical appliances as long as they have an electrical portable appliance safety certificate. There are two large service hatch areas opening onto the hall. The kitchen cannot be hired separately if the hall is being used by another group.



LOWER ROOM

Approximate Dimensions:

8m x 4m,

Suitable for: meetings and small classes

Maximum Capacity:

20/30 people

Furnishings: Chairs and small tables are available and more can be brought in from the Main Hall.

Facilities: The room has a sink and a kettle. It can be divided into two smaller areas with a sliding partition. Access to the Lower Room is by the rear door of the building.



website address: www.immanuelstreatham.org.uk

COMMON ROOM

Approximate

Dimensions: 7m x 4.5m

Suitable for: small seminars and meetings

Maximum Capacity: 30 people

Furnishings: The Common Room is carpeted and has a number of easy chairs and low coffee tables.

Facilities: There is a sink and a small urn or kettle. There is no access to the rear toilets but the disabled toilet and baby changing area are easily accessible. The windows are fitted with blinds (not shown in photograph). The Common Room is not available as an extension for parties in the hall on Saturdays as we do not allow food and drink in here.



HIRING POLICIES

- **REGISTERED CHARITIES** will be offered a 25% discount on our usual rates (see separate sheet of Hall Hire Charges).
- **REGULAR USERS**, ie those who use the hall 12 or more times a year, eg for classes or regular meetings, are offered a discount. They will be supplied with their own key on payment of a security deposit and a copy of a separate booklet detailing their responsibilities.
- **OTHER CHRISTIAN COMMUNITIES** are welcome to use our facilities for one-off events. Any group wishing to hire rooms for regular Christian worship will be required to belong to a Christian denomination affiliated to one of the following: Churches Together in Britain and Ireland, The Evangelical Alliance or the Afro-Caribbean Evangelical Alliance. They will also be required to supply the PCC with a statement of belief before permission will be given to hire our rooms. The PCC regrets that it cannot provide Sunday facilities for any further groups.
- **OTHER FAITH COMMUNITIES:** Immanuel and St Andrew seeks to welcome members of other faith communities for events of a religious or secular nature but reserves the right to enquire of the nature of these ceremonies and to refuse or cancel a booking should these activities conflict with Christian

practice. For instance, we do not allow Hallowe'en parties to take place on our premises.

CONDITIONS OF HIRE

We do not have on-site, full-time staff to run the Church Hall and, although we do our best to ensure that it is kept clean and maintained for our hirers, a lot depends on how responsible our hall hirers are themselves. You expect our rooms to be in a reasonable state when you hire them and we expect them to be left in a reasonable state when you leave. For this reason, we have produced a list of Conditions of Hire which are sent out separately, and to which you promise to adhere when you sign the application form to hire the hall. Failure to meet these conditions will result in the full or partial retention of the **security deposit** (see page 2).

We do ask that you clear up properly before you leave, which means leaving enough time and making sure you have enough helpers. Please stack the tables and chairs back safely on their trolleys, sweep the floor and mop up any spills. The kitchen surfaces should be wiped and rubbish placed in the skip in the St John's House car park. On very rare occasions this may already be full, in which case bags should **not** be left in the car park or stacked in the hall or street (this is against Public Health Regulations) but **TAKEN HOME** (yes, sorry!). Do not exceed the maximum capacity of each room, as stipulated on pages 4-6. And, very importantly, **VACATE THE BUILDING BY THE AGREED TIME**. The absolute latest the building can be hired out to on a Saturday is 11pm.

Children are not allowed in the kitchen without strict supervision. Please keep them off the stage.

We have a Child Safety Policy which

