

Immanuel & St Andrew Church

Information for Hall users



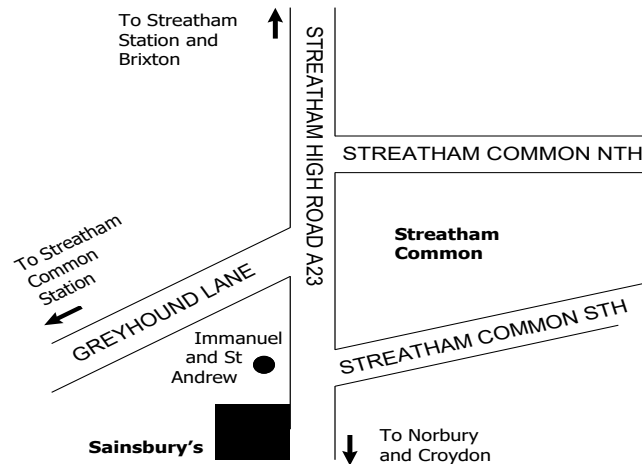
Updated by Kirsty Jenkinson - February 2022

BOOKING PROCEDURE

- Contact the office to get prices, availability of dates, information sheets and the booking form.
- Once you have filled the form in you will be given our bank details. As soon as you have paid at least 25% of the hire fee then the date is reserved for you. The remaining balance, including security deposit, must be paid before the date of your event.
- You may view the hall or meeting rooms during office hours— arrange this with the Parish Administrator on 020 8679 6888.
- You will need to pick up the key in the week before your event during office hours. After the event you should post the key in the tower letter box.

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.



FIRE PROCEDURES

You should be made aware of the fire exits when you enter 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 building is fitted with smoke alarms.

THINGS TO REMEMBER

The building is used by a great number of local groups in the community. We do our best to make sure they are clean when you arrive and would appreciate it if you could show consideration to those who are using the rooms after you and to our neighbours.

- No food and drink can be taken out of the hall during your party and consumed outside.
- Guests must access the hall only through the red front door and not use the rear exit except in an emergency.
- Hall users must not use the rear car park at all or allow guests to congregate there. It is not our land and you will be trespassing.
- Sweep up and remove 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. You must take them with you. 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
- Please leave on time. Thank you.

Alcohol is permitted as long as it is used responsibly. You are responsible to ensure that no under 18s consume alcohol. Please be aware that the building does not have a licence for the sale of alcohol.

HIRING POLICIES

- **REGISTERED CHARITIES** will be offered a 20% discount on our usual rates.
- **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 separate information detailing their responsibilities.
- **OTHER CHRISTIAN COMMUNITIES** are welcome to use our facilities for one-off events. Any group wishing to hire rooms will 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 secular nature but reserves the right to enquire of the nature of these events and to refuse or cancel a booking should these activities conflict with Christian practice.

CONDITIONS OF HIRE

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**.

We do ask that you clear up properly before you leave, this should take place during your booked time. 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. Do not exceed the maximum capacity of each room, as outlined in this booklet. We provide cleaning products, cleaning equipment and black bin bags. You must bring in all other items yourself.

PARKING

- The Church has no car park but there is plenty of free, on-street parking.
- There is a loading bay at the front of the Church. Please check signage for details.
- There is **NO PARKING** allowed at all in the car park at the rear of the building. This car park is private property and does not belong to the Church.

AVAILABILITY

- The Main Church Hall is used most weekday evenings and during the day by regular groups and classes.
- For Saturday bookings, please note that the absolute latest that the hall can be hired is 10.30pm.
- 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.

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.

CONTACT DETAILS

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

(020) 8679 6888

office@immanuelstreatham.org.uk

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

THE ROOMS

MAIN HALL

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

Suitable for: exercise classes, performances, parties & church functions

Maximum Capacity: 140 people

Equipment: There are 140 folding, stackable chairs and 19 rectangular, folding tables. The tables measure 2½ feet by 6 feet (76cm x 182cm) and take 8 people.

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



KITCHEN

The kitchen has a fridge-freezer, a 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.



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).