

Information for hirers of St Olave's Church Hall

Security

The door lock is easy to operate - just enter your code on the keypad and the green light will flash, then turn the door handle - the operation is silent. Please do not disclose your entry code unnecessarily. The door will lock automatically when it closes - there is a buzzer for those who do not have the code. For your security you are advised to keep the door closed except at times when you can keep an eye on arrivals.

Hall facilities

The hall floor space is approximately 10m x 8m, and 2.5m high.

Tables [1.8m GoPak] and chairs are kept in the large cupboard. [10 tables and 60 chairs]

There is a large wall projector screen, flip chart and a whiteboard. Tell us if you want to use these. **Please do NOT** use Bluetack on the walls.

No wifi

Kitchen

The following are available for use:

- water boiler, large filter coffee machine and kettles;
- crockery, cutlery, and glassware;
- and subject to written permission, a commercial (6 burner) cooker, microwave oven, refrigerator and dishwasher.

The water boiler and dishwasher need some time to warm up. If you want to use them switch them on when you arrive.

If you intend to use the kitchen for food preparation or cooking, please ensure that you have written permission in accordance with the conditions of hire.

The equipment may be unfamiliar to those using it. Please take time to read the instructions, and remember that it is the hirer's responsibility to ensure that those using the kitchen have appropriate experience or training, both for their own safety and in the interests of hygiene.

If you would like to hire assistance with catering let us know and we may be able to recommend somebody. If you make your own arrangements with an outside caterer who will be using the kitchen, please tell us their name.

Wheelchair facilities

There is a portable ramp for use at the entrance, and one of the lavatories has good wheelchair access.

Smoking

Smoking is not permitted on the premises. Note that the fire alarm is fitted with smoke detectors!

When you leave

Please leave the hall clean and tidy; the hire charge does not include the cost of cleaning after each hire. There is a broom, rubbish bag and a vacuum cleaner in the small hall cupboard, and a mop, and dustpan and brush in the kitchen.

NOTE that recycling facilities [bottles, paper, plastic & cans] are available in Marygate carpark.

Please put the chairs and tables away if you got them out, and all cutlery and crockery should be washed and put away.

Please let us know of any breakages or defects.

When leaving make sure that internal doors are closed and the kitchen hatch lowered, thermostats are returned to their correct position if necessary (room thermostat to 18°C, radiators to 3), kitchen appliances are turned off, and lights are out.

Toilets

Two [unisex] one of which has facilities for disabled and/or small children