

LILLINGTON PARISH CHURCH

St. Mary Magdalene's



The Octagon - Revised Terms and Conditions

January 2023

CONDITIONS OF HIRE

Capacity

The capacity of the Octagon from February 2022 is 50 (maximum).

Regular groups will be asked to provide a risk assessment

Booking

Application should be made to the Church Office during office hours, or by completing the booking form which can be downloaded from our website.

It is advisable to check availability with the office before completing the booking form.

Payment by BACS is preferred, but cash or cheques are accepted.

Charges

Charges are renewed annually from the 1 January of each year. The charges cover the cost of maintenance, heating and lighting.

Church groups/charities - £10 per hour.

Other bookings - £15 per hour or £12 per hour if 6 or more bookings are made.

The time booked must include setting up and cleaning the building.

Access & Security

The person making the booking must contact the Church Office to arrange for the unlocking and locking of the building.

The person making the booking must accept responsibility for:

- * Switching off all the lights and electrical appliances including the red booster switch on the heating boiler. (Please do not touch the main heater switch or storage heater in the kitchen)
- * Closing all windows and doors and locking both sets of double doors or waiting until the key holder arrives to lock up.

Cleaning & Hygiene

The Church does not employ a cleaner and relies on church volunteers to clean the building and facilities on a weekly basis. However, we do not have the capacity to clean after each Octagon booking. It will be the responsibility of the Hirer to ensure that the following cleaning systems are complied with:

Cleaning – on leaving the building the Hirer will ensure that:

- * Please leave the Octagon as you found it and make sure all surfaces are clean (materials are in the cleaning cupboard).
- * Bins are emptied by removing liner/s and placing in the grey bin at the rear of the Octagon. Fresh bin liner/s are placed in the bin/s.

We will provide all cleaning materials including disposable gloves, anti-bacterial wipes, and bin liners. Occasional inspections by church officers may be undertaken.

Facilities

The meeting room has 50 chairs, 6 small square tables (full height), 4 rectangular Go-Pak folding tables, 4 low coffee tables and 2 other tables. There are also 13 infants' chairs. The adult chairs may be stacked, but not more than 4 high.

There is a wall mounted projection screen. A flip chart is also available; please bring your own paper and pens.

Kitchen

The Kitchen is available for hirers of the Octagon. Please do NOT bring kettles or other electrical equipment from home.

Hot Water

Hot water for hand washing is provided in each toilet area and the kitchen

First Aid

There is a First Aid Kit in the entrance area to the right of the gents' toilets. As well as usual first aid items the kit contains a disposable face mask and gloves together with a single use antiseptic wipe (Disposable aprons are kept in the kitchen). Any items used from the First Aid Kit are to be reported to the church office.

Any accident must be reported to the Church Office.

Toilets

There are male and female toilets; an ambulatory disabled toilet and baby changing facilities. Please note that if there are people using the church or church office, they also have access to the toilets.

Each toilet area has been provided with a soap dispenser, hot water, paper towels and a waste bin. Please contact the Church office if refills are required.

Walls

Stickers, Blu-tack, sellotape, decorations, notices or any other items must not be fixed to the walls. Drawing pins must not be used on the woodwork.

Heating

During winter months background heating is provided by a large night-storage heater behind the louvered door. This background heat may be boosted by using the red switch on the heater. **This switch MUST be turned off when leaving the building.**

If additional heat beyond this is required, two supplementary heaters may be used. These are controlled by the two Time Switches to the right of the louvered door.

If the supplementary heaters fail to work, check that the switches on the heater and the adjacent wall points are on. Before leaving the building please switch off the timer switches.

Smoking

Smoking is not permitted in the building.

Neighbours

Please be considerate of the residents of the area when arriving, parking, using the building and departing. Please ensure that noise levels in the Octagon are kept to an acceptable level, in consideration of visitors to the church and churchyard.

Child Protection

If the Octagon is hired by children's groups, the hirer must have a child protection policy which uses the Disclosure and Barring Service (DBS) checks.

Public Liability Insurance

All hirers must have their own public liability cover for their activities while the church premises are being hired, and we may request evidence of this.

Health and Safety

A copy of the Church's Health and Safety Policy can be found on the notice board in the Octagon. All hirers are advised to familiarise themselves with its contents and adhere to it. The Parochial Church Council will not be held responsible for any accident, injury, loss or damage to the users or their property, however caused.

Access to the main door and rear emergency door must be kept clear at all times. Fire extinguishers are at the main door and the emergency door within the meeting room. There is a fire blanket in the kitchen. You may not bring gas appliances, heating apparatus or any hazardous substances into the Octagon.

All work at height should be avoided and ladders and step ladders must not be brought into the Octagon without prior permission of the Church Administrator.

Automatic security lights are mounted above the path to the Octagon, which will assist arrival and departure in the dark.

Contact Details

Wendy Driscoll, Church Administrator, St Mary Magdalene Church, Vicarage Road, Leamington Spa, CV32 7RH
01926 470449 octagon@lillingtonparishchurch.org

Payment - BACS payments are preferred

BACS details: Account Name: Lillington PCC
Sort Code: 40 27 06 Account Number: 91308580
(cheques payable to Lillington PCC)

Emergency Contact Numbers

Should you encounter an **urgent** problem when using the Octagon, please contact one of the following people:

Rev. William Smith	01926 316475
Carol Innes	07758 857740
Sara Snatt	07895 941609
Maureen Reynolds	07770 343186

Octagon Booking Form

I (name of Hirer)

Agree to the Conditions of Hire specified in this document.

I will ensure that

- * All waste bins are emptied in the church grey bin, and replaced with a clean liner;
- * Ensure that all windows and doors are shut securely and locked as appropriate;

Purpose of booking

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Date/s required

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Times

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Signature Date.

Return to the church office