

Welcome to St Nicolas church and the Community Centre Booking Conditions, September 2021

Who we are

Fr Neil Roberts is our Rector

Cath Anderson is the Parish Administrator and will be your day-to-day contact

You may also meet our two Churchwardens who manage the church and centre:

Linda Barnes

Darrol Radley

Access

The church and the community centre have separate access, the keys for each are in key safes outside; one to the right of the Centre entrance in Bury Street and for church to the left of the Bell-tower entrance in Millmead. You will be given the latest codes on concluding the booking arrangements.

Please unlock the doors, **returning the keys to the key safe**, leaving the front door unlocked while you use the Community Centre. If using the church, please unlock the bell-tower door and at least one door at the opposite end of the church to have an exit available in two directions in case of emergency.

The last group to leave is responsible for locking up and must leave the key in the key safe.

Community Centre Lighting

Light switches and instructions are to your right as you enter the lobby. Please make sure indoor lights are switched off as you leave. Outdoor lights are automatic and will stay on after the indoor lights are switched off.

Lights in the Kitchen and toilets are automatically triggered by movement, no need to switch on or off.

Light switches for the Hall are to the right of the door as you enter. Please switch off as you leave.

Church Lighting

There are 2 lighting boards with pre-programmed settings and descriptions: by the Bury Street door and by the bell-tower entrance. Please press 0 to switch off as you leave. The lights take a little time to fade.

Heating

The heating settings are automatic, please do not attempt to adjust any of the thermostats.

If it is unusually cold, we can make electric heaters available if necessary.

Atrium lobby

Speech and noise in the lobby tend to echo and sound particularly loud in the Loseley chapel, downstairs from the lobby. Please be sensitive to other users in the WTJ Room and any Services in the Loseley chapel. The calendar list outside the kitchen lists all events, please use as a guide.

Hall

There are 16 folding tables in the cupboard opposite the kitchen. 100 plastic chairs in stacks of 10 are behind fabric screens adjacent to the kitchen. Please arrange as you wish but put away and stack in the same way at the end. The seating capacity in rows is 100.

AV –we have projection and sound facilities

The WTJ Room

The maximum capacity is 15 people.

Loseley Chapel

The chapel is a place of worship and the oldest part of our church, housing Guildford's oldest monument. The capacity is 15 people. No refreshments other than water may be brought in.

The church

St Nicolas' Church is a place of worship, holy because we meet God here. It is a house of prayer for all people, so you are very welcome. Please respect the special dedicated nature of this building and its quietness. Please do not place anything on the altars or other church features. Please understand that you have not "hired the building", but you are being offered hospitality to meet or present your event here, which will be to the praise and glory of God. We are especially keen to make the church available for local choirs and other appropriate activities at the Incumbent's discretion.

The church's maximum capacity is 300 seats, which will require additional stacking chairs. If you want to move any furniture in the church this must be arranged beforehand with a church officer.

Refreshments

Unless otherwise agreed, we expect the Community Centre to be used for refreshments. N.B. Only water may be taken into the Loseley Chapel. If no other group is using the Loseley Chapel or the WTJ room, do feel free to use the Atrium lobby for refreshments.

Kitchen

The kitchen has two serving hatches, one for the Hall and one facing the corridor. Each hatch is operated from inside by a key to the right. If there are two groups using the kitchen, the Hall group should close the shutter on their side after refreshments to contain noise from the other group. Please be aware of any other meetings, as noise tends to travel.

Please close the shutter as you leave, this is a fire safety measure.

There is a black folder with the appliance instruction manuals in the kitchen.

The Burco water boiler needs about 15-20 mins minutes to warm up.

The Dishwasher takes 50 mins to warm up but please do not use it unless you have been shown how and remember to empty it. At the end of the session, do wipe the worktops down, this is often forgotten.

Please leave all areas you used clean and tidy.

Alcohol

If your event involves bringing alcohol onto the premises in any way whatsoever, you must advise the parish office when making a booking. In three kinds of circumstances no further action is necessary:

- (1) where the alcohol will be in bottles etc that will remain closed throughout the event and are used as prizes in raffles, etc alongside other non-alcoholic prizes;
- (2) where the event is a purely private one, such as a family party open only to specifically invited guests and where no charge is made.
- (3) where the event is organised by a club or society, but the alcohol is genuinely free of any direct or indirect charge, having been donated or brought in by individuals solely for their own consumption.

In all other circumstances, including meetings of societies and clubs and functions open to the public, it is necessary to submit a Temporary Event Notice (TEN) to Guildford Borough Council at least ten days before the date of your event. It is your responsibility to submit the TEN, but you may only do so with the consent of the Parish Office, as the number our Premises Licence allows is limited. You must give us a copy of the Council's permission before your event takes place. In all circumstances, you are legally responsible for the proper management of any sale or supply of alcohol that is permitted at your event.

General rules

- Nothing may be fixed to the walls or doors without permission.
- Breakages and other damage must be reported to the Parish Office and may be charged for.
- You are responsible for floors being left clean, windows and doors being closed, and lights turned off.
- The premises must be vacated by 11.00 pm. Please do so in a manner which does not cause disturbance to neighbours.
- St Nicolas' PCC is not responsible for your property.
- Users of the premises should consider the needs of insurance and make the necessary arrangements themselves.
- It is the responsibility of the group to arrange their own insurance cover. A copy of the hiring group's Public Liability certificate must be sent to the Church Office before the first meeting.

Additional arrangements for performances in church

Please nominate one person from your organisation to liaise with our designated church officer. All arrangements for rehearsals and performances must be discussed and agreed between them before the event.

You are asked not to put up any posters or other advertising material before consulting with the church officer.

Additional use of the Community Centre for refreshments or press events etc. should be arranged beforehand with the Church Office.

Access to toilets and to the kitchen is only via the front hall doors. Other groups may be using the Community Centre at the same time. Access through the sacristy is not normally possible.

The church must be cleared within half an hour of the end of a performance which is 10pm, unless agreed otherwise beforehand with the church officer.

The safekeeping of keys given to you remains the responsibility of your appointed representative. Keys must be returned as agreed at the end of the evening.

The security of musical instruments, props and equipment and any personal property always remains the owners' responsibility.

Public Performances

During all performances all exits must be open and unimpeded.

St Nicolas' church holds a Performing Rights Licence. A form will be provided to concert organisers which must be completed and returned to the Church Office, detailing attendance and net admissions receipts. A copy of the programme must also be provided. St Nicolas' PCC will submit this information to the Performing Rights Society. Any charges incurred will be invoiced to the choir organiser with the expectation that these will be paid within one month.

Users will be asked and required to comply with our Safeguarding Policy and to adhere to our Health & Safety Policy, both of which are available on the Community page of the church website www.saintnics.com

Groups should make their members aware of fire evacuation procedures.

From late October to mid-December there is usually a "Cards for Good Causes" Shop in the

narthex. Additional supervision and security will be necessary during this period and will be agreed beforehand with the church officer.

St Nicolas' PCC reserves the right to use the church at any time but would expect to give at least six months' notice to any users already booked.

Fire Safety/Health & Safety (Please see a separate section below for Covid requirements)

Attached separately is a plan of the premises showing the location of the:

- Exits from the building
- Fire extinguishers
- Fire blanket
- Electrical Distribution Box
- First Aid kit and the Accident Book

Preparing for your event:

At the beginning of your period of use and before your event starts, you must check that:

- There is no apparent damage to the building, no water leakage, etc
- The lighting in the areas of the building you are using is working correctly
- There are no obvious fire hazards on the premises
- All exit doors are unlocked
- All escape routes are free of obstruction and can be safely used
- All fire extinguishers are in place and unobstructed

In preparing for your event:

- Do not attempt to move heavy items unaided. Use the trolley provided for moving stacked chairs
- Do not bring any heating or electrical equipment of any kind without the authorisation of the Parish Office and do ensure that any equipment that is authorised is in good working order and PAT tested
- Do not allow any combustible materials to be placed near to lights or heaters
- You must ensure you have sufficient responsible adults on hand to control your event and that they are fully briefed by you on emergency procedures.

Supervising your event

At the start of your event, you must point out the location of the exits and the Assembly Point, which we suggest is the Town Bridge.

Do not allow smoking, the use of matches, candles or naked flames of any kind anywhere on the premises. An exception may be made for small tealights used as table decorations etc, but only if permission is previously granted by the Officer, if they are placed on a fire-resistant surface and at the user's own risk.

Check, during your event, that nothing is done to obstruct the exits or the routes to them.

Outbreaks of fire or other cause for evacuation

In the event of an outbreak of fire, however slight, the Hall premises must be evacuated and the Fire Brigade must be called.

You and the responsible adults helping you must ensure that no-one remains in the building (eg in the toilets) and that no-one who has been evacuated returns to it.

You and the responsible adults helping you should only use the fire extinguishers to control the outbreak if it is manifestly safe to do so.

Finishing your event

- At the conclusion of the event, you must check that all:
- Kitchen equipment (except the refrigerator) is turned off and emptied.

- Windows are closed.
- Internal doors are closed.
- Furniture has been stored according to the plan in the main hall.
- Lights are turned off.
- External doors are locked
- No smoking is allowed inside.
- For fire safety, candles or any form of naked flame must not be used in any part of the Church (other than for worship use by the clergy and church staff) or Community Centre without the express permission of the Rector.
- Do not block doors, corridors or interfere with fire appliances
- Any electrical appliances brought onto the premises must be PAT tested.

Accidents

If an accident occurs, please get professional assistance immediately, either by calling the emergency services or by taking the person to the **Accident & Emergency Unit at the Royal Surrey County Hospital**.

Should you need to call the **emergency services**, our full address is:
St Nicolas Parish Church, Bury Street, Guildford **GU2 4AW**

The **First Aid box** is in the kitchen, along with an **Accident Book**. You must complete details of any accident or incident occurring while on the premises if it did or could give rise to injury as soon as possible, but in any case, before the premises are vacated. You must notify the Parish Office within 24 hours of any such accident or incident.

There is a **Defibrillator** outside the Community Centre entrance. This is for public use in the event of a heart-related emergency. Full instructions are on the device; should you need to use it; it talks you through what to do. It can only be used once the code has been given by the Emergency Services in response to a 999 call. **They will need to know that you are standing by a defibrillator device outside St Nicolas Community Centre in Bury Street, GU2 4AW.**

The full copy of our Policy for the Use of the Community Centre and Church can be found here.

<https://d3hgrrlq6yacptf.cloudfront.net/5f19a231848ce/content/pages/documents/1599580288.pdf>

Current Covid measures 18 August 2021 (these may change)

As restrictions have been lifted, you are required by us to:

- follow all prevailing government guidelines,
- sanitise hands on arrival and as you leave
- keep a record of all attendees for Test and Trace; there are scannable QR symbols in the Community Centre entrance and both church entrances by the Sanitiser stand for those with an App.
- Allow good ventilation:
In the **Hall**, please open the Hall window onto the decked garden and either the window above the Hall Fire Exit or the door itself for ventilation, remembering to close all before you leave. In **church**, open clerestory windows, rear by west wall, front by lectern. Open Narthex door and Narthex entrance
- Kitchen; we recommend using latex gloves and face-masks for the preparation of all refreshments and only using individually wrapped food. Please wipe down all surfaces with the Sanitiser spray or wipes provided.

ST NICOLAS' CHURCH & COMMUNITY CENTRE
BOOKING CONFIRMATION 2021

Parish office: Bury Street, Guildford, Surrey, GU2 4AW
01483 564526 parishoffice@saintnics.com www.saintnics.com

Please sign, complete in full and send this page to the Parish Office with a signed Safeguarding form before the first meeting.

Date	...
Your full name:	...
Organisation if applicable:	...
Address:	
Telephone number(s):	...
Email:	...
Room(s) required	...
What will you be using the room(s) for?	
The start and finish time for which you wish to make a booking:	
Donation amount:	

The date(s) for which you wish to make a booking:

Please attach a copy of your Public Liability Insurance, if you haven't sent it to us this year. If you don't have one, please let us know.

Please sign here to confirm that you have read and accept the Booking Conditions.

Please sign here to confirm that you will NOT be submitting a Temporary Event Notice to Guildford Borough Council (see below):