

Huntingdon Methodist Church.
17 High Street Huntingdon PE29 3TE
www.huntingdonmethodist.org.uk
Information Sheet for Users of Our Premises
Version 1.0 October 2022

Thankyou for hiring our premises for your event, which we hope will be an enjoyable time. If you are not familiar with our premises and the facilities which we offer, this short guide should help everything run smoothly for you. If however any problems do arise, we have added two emergency contact numbers at the end of this guide.

1. If you are hiring our premises on a regular basis, please read our full lettings pack which includes our full terms and conditions. This is available either from our Bookings Co-ordinator , or it can be downloaded from our Huntingdon Methodist Church website at [Bookings — Huntingdon Methodist Church](#) .
2. We have a strong and active Safeguarding Policy and a duty of care to everyone who comes into our premises. It is the responsibility of all event organisers and hirers to prevent the abuse of children, young people aged under eighteen, and vulnerable adults. You must respond without delay to the appropriate authorities if any abuse occurs on our premises. Details of your actions must be reported by email within 24 hours of the end of the event to our Bookings Co-ordinator at hmcbookings@hotmail.com .
3. If any incident occurs at your event which results in personal injury to anyone, whether or not medical treatment is required, or in damage to any HMC property or assets, you must make a full written report by email to our Bookings Co-ordinator at hmcbookings@hotmail.com within 24 hours of the end of the event. This is a requirement so that our own insurance policy is not invalidated. If your event is open to members of the public, you should obtain your own Public Liability Insurance because our policy may not provide the required cover for you.
4. The carpark has limited space and we cannot guarantee that parking will be available for you. We ask that you park in the designated spaces and that the space reserved for our Minister is not used, and that cars are not parked on the central concrete drive because this must be left free for emergency vehicles.
5. WIFI is available throughout. The main BT Broadband Network identifier is Huntingdon Methodist Church, and the Passcode entry key is HMC12345. If this does not connect, please use the identifier BTB - JMCGX3 and passcode (case sensitive) gbPLby964DTPC4.
6. We have a Defibrillator which is kept together with the First Aid kit in the old vestry which is the small room which can be accessed in the corridor linking the large rear hall with the worship sanctuary.
7. Smoking is not allowed in any part of the building, including the carpark. Similarly, alcohol must not be brought into, or consumed anywhere, on the premises. Gambling, including raffles and games of chance, are not permitted.
8. If you have hired the kitchen, please make sure that you clean everything you use, make sure that any appliances you have turned on are turned off, and take away your rubbish.

9. If you have hired the use of either our worship sanctuary or the new extension (The Link), we ask that if you move any chairs or tables, you return them to their original layout when you have finished. This makes sure they are ready for the next group.
 10. Our large and small rear halls are kept clear of all furniture, but tables and chairs, including four small yellow tables, ten coloured children chairs, and partition screens are available for all hirers to use. These are in the storage area between the two halls, and any furniture used must be returned to the store at the end of the event.
 11. There are various other items in the storeroom including toys, games, rugs, and equipment. All of these belong to groups who use our premises and **MUST NOT BE USED** by anyone else.
 12. Please do not attach anything to the walls or doors with pins, blutac, or adhesive tape etc because these will mark the walls and may remove the paintwork.
 13. There may be people using other parts of our building at the same time, so this may mean that the use of some facilities such as the toilets and kitchen have to be shared.
 14. At the end of your event, any chairs /tables, and resources which you have used must be returned to their original place. The floors should be swept, apart from the carpeted areas, so that the rooms are ready for the next users. Brushes etc are kept in the storage area between the two halls. The wastebins in all areas which you use including toilets and the kitchen should be emptied and all rubbish taken away with you. Although we have wheelie bins in the carpark, these are for the use of our church cleaners and regular user groups.
 15. If you have been given a key, please check that all lights have been turned off and windows closed before locking up and leaving.
 16. If it is late evening when you leave, please respect our neighbours, and keep any noise to a minimum.
 17. In view of the potential increases in the cost of gas, electricity and the cost of living, our rates of hire will be reviewed in March and September 2023. The current commercial rates are;
 - Main Large Rear Hall £ 14.00 per hour.
 - Small Rear Hall £8 per hour
 - New Large Extension (The Link) with Adjoining Meeting Room £17.00 per hour
 - Church Sanctuary (Main worship area) £14.00 per hour
 - Small Meeting Room (Creche Room) £5.00 per hour
 - New Kitchen £7 per hour for full use (i.e., food preparation /cooking etc). The rate for limited use (i.e., just serving drinks / light refreshments etc) to be agreed by negotiation
- **Emergency Huntingdon Methodist Church contacts.**
 - Trevor Butler on 07890 581793, and Robin Ward on 07541 365791

HMC Finance and Property Committee October 2022