

Huntingdon Methodist Church.
17 High Street Huntingdon PE29 3TE
www.huntingdonmethodist.org.uk

Booking Request Form and Information Pack

(Version 15.00 Nov 2022)



If you are considering using our Church premises for either a regular or one-off event, all the information that you need about our rooms, facilities and terms and conditions, is included in this pack. If you have any other questions, please contact our lettings co-ordinator Trevor Butler on 07890 581793 or email hmcbookings@hotmail.com before completing your booking request form.

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Huntingdon Methodist Church.(HMC) 17 High Street. PE 29 3TE General Booking Information for both Regular and Single Events.

Please use the booking form on the following two pages if you wish to make a booking to use our Church premises either on a regular basis, or for a single event. If you are making a regular booking, you will also be required to sign a formal Licence Agreement.

All hirers must have other documents such as insurance certificate, safeguarding policy, risk assessment and Disclosure and Barring Service (DBS) certificates available for inspection prior to the booking being confirmed, if required by HMC

The full terms and conditions of our lettings and our safeguarding requirements are included in this pack, and we strongly advise you to read these in full before making your booking. If you are unclear as to the implications of any of our terms and conditions or safeguarding requirements, please speak to our bookings co-ordinator before completing your form. If you do not raise any issues, HMC will assume that you have fully read, understood, and accepted all the terms, conditions, and requirements, and that you are fully conversant with all the documents referred to.

It is the responsibility of all event organisers and hirers of our premises to prevent the abuse of children young people aged under eighteen and vulnerable adults, and to respond without delay if any abuse occurs on our premises.

We have a portable defibrillator which can be found in the Vestry, which is the small room accessed from the passageway which joins the large rear hall and the church sanctuary, The First Aid kit is in the same location. Both items are on top of the cabinet behind the door, We do recommend that all users also provide their own First Aid kits.

The following 2-page booking form can be used for both Church and non-Church events, and the same terms and conditions apply, irrespective as to whom the hirer, event organiser, or responsible person is.

We publish our commercial hire charges which are reviewed in March and September , but we have different rates for small charity and community group users. Details of these rates are available from our bookings co-ordinator. Any events arranged by Huntingdon Methodist Church will not normally be subject to any hire charges.

It is strongly recommended that every booking application is made as soon as the dates and requirements are known. Where there is a bookings clash, priority will usually be given to HMC groups and events. Always allow sufficient time in the period booked for setting up, clearing away and tidying up.

Once completed, the 2-page booking request form should be either emailed to;

hmcbookings@hotmail.com

Or posted to;
Mr T Butler
Bookings Co-ordinator Huntingdon Methodist Church,
16, Temple Place
HUNTINGDON Cambridgeshire PE29 3RT

HMC BOOKING REQUEST FORM - PAGE 1 OF 2

ROOM REQUIREMENTS FOR REGULAR OR SINGLE EVENTS.

CONTACT DETAILS OF HIRER or EVENT ORGANISER

Full name of group or individual wanting to use the premises;	
Full Name of Event Organiser or Hirer;	
Full Address of Event Organiser or Hirer;	Postcode
Telephone Number:	
Email address;	

ROOM REQUIREMENTS (see pages 11&12 for room sizes and details)

Rooms required. Insert "YES" for all rooms needed;	Upper Room -only church use		Main Rear Hall		New Extension (The Link) & small side room		Sanctuary - Main Worship Area	
	Small Rear Hall (Sunshine Room)		Kitchen - Full use for food preparation /cooking.		Kitchen - Part Use for Drinks and Light Refreshments		Small Meeting Room (Crèche Room)) between Hall & sanctuary	

DATES REQUIRED FOR A REGULAR OR MULTI DATE - BOOKING

Weekly Events Tick days needed	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start and End Dates:	Start Date = From;			End Date = To;			
Start and End time for each booking	Start Time;	End Time;	If Term Time only list any intervening dates when not meeting				

OR DATE REQUIRED FOR A SINGLE BOOKING

If booking for a Single Event:	Date Required:	
	Start and End Times;	

OTHER INFORMATION - FOR ALL BOOKINGS

What activities will be undertaken, or what is the subject being explored? See our terms and conditions for limitations .	
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Is this a Huntingdon Methodist Church event? YES / NO	
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SAFEGUARDING CHILDREN, YOUNG PEOPLE (under18) AND VULNERABLE ADULTS – THIS QUESTION IS FOR ALL HIRERS AND EVENT ORGANISERS FOR EVERY BOOKING

Are any children/young people aged under 18, or vulnerable adults likely to be attending or taking part in the events or activities? YES / NO.	
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BOOKING REQUEST FORM - PAGE 2 OF 2
SAFEGUARDING, KEY, AND INSURANCE REQUIREMENTS FOR
EITHER REGULAR OR SINGLE EVENTS.

As the hirer/event organiser, you must also complete and return this page with your booking request on page 1. It covers the three following areas;

1. Events or activities likely to be attended by young people (aged under 18) or vulnerable adults.
2. Provision of a key to gain access to the Church premises and to lock up at the end.
3. Confirmation that you hold the required level of insurance cover for your event.

I, (*Print your full name*) as the Hirer/Organiser, confirm that;

1. SAFEGUARDING; If children, young people under 18, or vulnerable adults are attending:

- 1.1 I have read and understood the Huntingdon Methodist Church Safeguarding Policy booklet which is available on the HMC website, or from the bookings co-ordinator.
- 1.2 I either have a Safeguarding Policy for my event which is available for inspection, or I agree to accept the HMC Safeguarding Policy in full.
- 1.2. Any questions or requests for information which I have made, have been fully answered by HMC.
- 1.3 All the adults who will be directly supervising the children/vulnerable adults, hold appropriate current Disclosure and Barring Service (DBS) clearance certificates. If requested by HMC, I will provide these for inspection in advance of the event.
- 1.4. I have never been convicted or cautioned by the Police concerning any offence against children, young people or vulnerable adults.
- 1.5. **If any safeguarding incident occurs at my event(s), I will make a full written report to the Bookings Co-ordinator or other nominated HMC representative with 24 hours of the incident occurring.**

2. HMC KEYS; If a key is provided for me to gain access to the Church premises and lock up at the end, I will ensure that;

- 2.1 It is not given to any other person without prior approval in writing from the Bookings Co-ordinator.
- 2.2 It is not copied before it is returned.
- 2.3 All rooms used are checked and left clean and tidy , any tables /chairs used are returned to the storage area, all rubbish is removed from bins particularly in the toilets and kitchen and taken away.
- 2.4 Everyone attending the event has left the premises; all lights are turned off, all windows closed and all external doors are properly locked and checked.
- 2.5 **The key is returned within 24 hours of the hire period ending to the Bookings Co-ordinator or other nominated HMC representative, unless agreed otherwise.**

3. INSURANCE COVER; I confirm that;

- 3.1 My event has Public Liability Insurance cover which includes personal injury, damage to the premises, fixtures, fittings, and equipment owned or provided by HMC.
- 3.2 If requested by HMC, I will provide the insurance certificate for inspection in advance of the event.
- 3.3 **If any incident occurs at my event which results in personal injury to anyone, whether or not medical treatment is required, or in damage to any HMC property or assets, I will make a full written report to the Bookings Co-ordinator or other nominated HMC representative with 24 hours of the incident.**

Signed Date

HUNTINGDON METHODIST CHURCH (HMC)

PREMISES BOOKING FULL TERMS & CONDITIONS; Page 1 of 5

The following terms & conditions apply to all individuals, groups, organisations, businesses, and representative bodies hiring any of the rooms, facilities (including the car park) owned by Huntingdon Methodist Church. (HMC) Any queries should initially be discussed with the HMC bookings co-ordinator, **Trevor Butler on 07890 581793 or email hmcbookings@hotmail.com**

1. Church Premises Bookings

- It is the responsibility of every hirer to ensure that they have read, understand and comply with all of the terms and conditions, including the additional documents available on the HMC Website. These cover such matters as ;Safeguarding; GDPR; Health & Safety; Risk Assessment ; Fire Evacuation ; Covid; Use of the HMC WIFI.
- Each hire request for all or part of HMC premises must be confirmed in writing by the bookings co-ordinator to the event organiser /hirer **before** the organiser advertises the event to the group, members, or general public etc.
- Remember to include sufficient time for setting up and clearing away.
- Cancellations may still incur the full hire charge if not notified to the bookings co-ordinator at least 48 hours before the event is due to take place.
- Any breaks in routine for regular bookings (e.g., school holidays etc) must be notified to the bookings co-ordinator at least 14 days in advance whenever possible. This ensures that the heating system can be regulated, or other bookings accepted
- Where emergency maintenance work or essential repairs must be undertaken which affect lettings, the hirers /event organisers will be contacted by the bookings co-ordinator at the earliest possible time to discuss alternative arrangements.
- Where there is a clash of bookings priority will normally be given to HMC events.

2. Lettings Rates and Hire Charges

- The premises are hired out commercially at an hourly rate on a room-by-room basis. These rates are reviewed bi-annually and are detailed below. **There are reduced rates for small charity and community groups and details of these are available from the bookings co-ordinator.**
- Unless the booking is for an event sponsored by Huntingdon Methodist Church, an additional charge may be made to cover the costs of providing a church representative to unlock and secure the premises, to resolve any issues during the event and to check that premises have been left in a clean and tidy state for the next user.
- The hire charge will be notified by the bookings co-ordinator and payment in full must be returned to the bookings co-ordinator at least 7 days before the event. A different payment arrangement can be agreed for regular bookings.
- Any additional charges to cover over-running events, premises not cleaned by the hirer, breakages, and damage to equipment and/or premises, must be paid in full to the bookings co-ordinator within 7 days of the invoice being issued
- **The commercial rates which will apply until 31 March 2023 are;**
 - Main Rear Hall £ 14.00 per hour.
 - Small Rear Hall (Sunshine Room)£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

HUNTINGDON METHODIST CHURCH

PREMISES BOOKING FULL TERMS & CONDITIONS; Page 2 of 5

3. Safeguarding Policy for Children, Young People aged under eighteen, and Vulnerable Adults

- Every hirer must complete a safeguarding declaration before using the premises. This is incorporated into page 2 of the Booking Request form.
 - We take the safeguarding of children, young people aged under eighteen, and vulnerable adults very seriously at Huntingdon Methodist Church and **any hirer, who;**
 - declines to complete this declaration, or to
 - provide copies of Disclosure and Barring Service (DBS) certificates when requested, or to
 - either provide when requested, a copy of their group/organisation`s own Safeguarding Policy or in the absence of such a policy, to fully accept the HMC Safeguarding Policy which is available on the HMC website.
- will not be allowed to hire any of our premises.**
- The HMC Safeguarding Policy, Information Booklet and supporting documents are available on the HMC website, or from the bookings co-ordinator.

4. The Church Sanctuary (The main worship area)

- The sanctuary is suitable for open and public meetings, concerts etc, but it must be realised and accepted that it is a consecrated worship area.
- The selling and buying of goods, games of chance or any activity which is not in keeping with the consecrated status must **NOT** to be carried out in the sanctuary unless prior written agreement has been received from HMC. Any such requirement must be explained in writing to the bookings co-ordinator at least 21 days in advance of the event so that request can be considered.
- Consumption of refreshments should as far as possible be restricted to the designated areas, and **NOT** in the sanctuary. **Any spillage on carpets or fabrics must be thoroughly cleaned to remove any staining and the matter reported to the bookings co-ordinator within 24 hours of the event.**
- There are approximately 180 chairs which can be rearranged by the event organiser. **However, these MUST be returned to the original layout by the hirer at the end of the event.**

5. Alcohol, Smoking and Gambling – Restrictions

- Alcohol must **NOT** be brought into, sold, or consumed on any part of the premises or car park.
- Smoking is **NOT** permitted on any part of the premises including the car park.
- Gambling (including raffles/games of chance) is **NOT** permitted on any part the premises or carpark.
- The national Methodist Church rules allow some competitions with an element of skill or chance to take place. It is necessary for permission for their use must be made in writing to the bookings co-ordinator at least 21 days in advance of the event so that it can be considered by the HMC Trustees.

6. Fire and Health & Safety Requirements

- The Fire safety requirements and evacuation procedure included in this pack on page 10 must be observed in full at all times. These are also displayed on the notice boards throughout the building.
- **At the start of every meeting or activity, including all regular daily or weekly events,** the hirers, leaders, or responsible persons, must undertake a risk assessment, to check that the fire escape doors are unlocked, or that they can be easily opened, and that all gangways and exits from the building are free from obstructions. A list of all attendees should also be made for group events.
- No activity is to be pursued which is potentially dangerous or could be harmful in any way.

HUNTINGDON METHODIST CHURCH PREMISES BOOKING FULL TERMS & CONDITIONS; Page 3 of 5

- **Before leaving the premises**, the hirers, leaders, or persons responsible for every event, including regular daily or weekly events must undertake the following;
 - check that all rooms used are left clean and tidy, (brushes/mops etc are in the storage area adjacent to the large rear hall),
 - if you are the last group in the premises, that everyone else has left the building,
 - all windows are shut, and locked, and internal doors closed,
 - all equipment used is returned to the appropriate storage area,
 - all rubbish bins used during the activity /event , particularly those in the kitchen and toilets, are either emptied into the appropriate wheelie bins in the carpark, or if full, the rubbish is taken away and not left at the side of the bins.
 - all lights are turned off and external doors are locked. **Please note that just “slamming” the hall side door shut does not lock it, and it must be secured with a key from the outside.**

7. Catering – Food Hygiene Requirements

- If the kitchen is used to prepare or cook food, it is strongly recommended that at least one-person present must have a current food hygiene certificate and supervise the cooking.
- The kitchen user guidelines are reproduced in full in this pack.
- No food must be left in the fridges/freezers or cupboards without prior agreement from the bookings co-ordinator. Food, which is left without agreement , or is not labelled, will be disposed of.

8. Setting Up / Returning the Room to its Original Configuration

- Hirers, leaders, and responsible persons including all regular event users are responsible for both the setting up and clearing away of all equipment.
- Booking times must include an allowance for setting up the rooms and for both cleaning and putting the room back into its original configuration once the activity is finished.
- Tables and chairs for use in the rear hall and rooms are in the storage area next to the rear halls. No other equipment, resources or toys in the storage is available for general use .
- Tables and chairs are already set up in the new extension and adjoining meeting room.
- Chairs are already set out in the sanctuary.
- Room divider screens are in the storage area, but posters / displays on them must not be removed.
- Any other particular setting up or clearing away requirements must be agreed in writing with the bookings co-ordinator before the event takes place.

9. Leaving the Premises in a Clean and Tidy State

- Every room which has been hired or used must be left in a clean and tidy state. This includes any shared areas used by the hirer such as toilets and entrance lobbies.
- Under no circumstances must posters/pictures etc be affixed to any walls, woodwork, notice boards etc throughout the premises. If any paintwork etc is damaged a charge may be made.
- If the cleaning /tidying up etc is not done, or not done to an acceptable standard, HMC reserves the right to impose an additional charge to cover this work.
- Basic cleaning equipment is in the storage area adjacent to the rear halls. If any other cleaning equipment is required, this should be discussed with the bookings co-ordinator.
- All hirers are responsible for meeting the cost of repairs /replacement of any damage or breakages.
- All breakages/damages must be reported to the Bookings Co-ordinator with 24 hours of the hire ending, to allow for speedy repair or replacement.

10. Car Parking

- We have limited on-site parking, and everyone using it when attending events at is asked to park in a reasonable and considerate manner to allow maximum use of the car park by all users. There are marked parking bays to assist you. We have a double-parking system so please take a space nearest to the boundary walls first.
- When the carpark is full, users should either park on the road or in the many local pay and display carparks
- **It is a requirement of all users that there must be NO PARKING on the concrete driveway between the High Street and church entrance doors. This to to allow emergency vehicle access,**
- **There is a designated parking space for the exclusive use of the Minister. This space must NOT be used or blocked by any other car park user.**
- **There are designated spaces for our many blue badge and carer with child visitors. These spaces must NOT be used by anyone else.**
- The car park is only to be used by people attending events or meetings on our premises, or by those who have purchased and displayed a parking permit.
- If you are attending an event at HMC and you do not have a permit, please leave a note on your dashboard with either a contact mobile number or the name of the group/event you are attending.
- There will also be occasions when the car park is not available because of priority usage for weddings, funerals, special HMC events. or essential maintenance .
- HMC accepts no responsibility for any damage to vehicles in the car park.
- There is no guarantee that car parking will be available for any users.
- HMC reserves the right to recover from the hirer the cost of making good any damage caused by anyone attending the hirer's event to the car park, boundary walls, Church buildings, planters, or barriers.

11. Consideration for our neighbours and other users of our premises.

- The church premises are situated in a residential area. All users are asked to be respectful of our neighbours especially about keeping noise to a minimum before, during and after meetings, particularly in the evenings.
- Please be mindful that several groups may be using our premises at the same time. Now that we have a new extended kitchen with serving hatches to both the rear hall and new extension ,there may be more than one group using the kitchen facilities to make light refreshments.

12 Public Liability Insurance

- For groups who meet under the name of Huntingdon Methodist Church, and who submit their accounts annually to the HMC Church Council, the use of premises and activities held within the Church premises are covered under the insurance policies held by Huntingdon Methodist Church.
- **All other hirers and users, whether individuals, groups or organisations need to purchase their own insurance policies, both in terms of personal injury and damage to the Church premises, fixtures, fittings, and other assets owned by HMC.**
- HMC reserves the right to request sight of the relevant insurance policies before accepting any booking.

HUNTINGDON METHODIST CHURCH

PREMISES BOOKING FULL TERMS & CONDITIONS; Page 5 of 5

13. Copyright Licences

- All groups meeting under the name of Huntingdon Methodist Church are covered by the Copyright licences held by the Church.
- All other hirers are responsible for having the relevant copyright licenses and permissions for their event or meeting.

14. Electrical Equipment

- The hirer is responsible for ensuring that any electrical equipment supplied for its own use is fit for purpose. This will, if applicable, involve PAT (Portable Appliance Testing) testing by an authorised tester. Failure to do this may invalidate any insurance policy.
- We do not have the storage space for any electrical items or other resources to be stored on our premises. There may be limited space for small resources to be stored by our regular groups, but this must be discussed and agreed with our bookings co-ordinator.

15. Broadband, Wi-Fi, and Audio –Visual equipment.

- Broadband and Wi-Fi are available throughout the premises.
- 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**.
- Anyone using our WIFI must read, understand and accept our WIFI policy document, which is available on our website,
- A loop system is linked to our sound system in the main church sanctuary.
- The sound system, screen and projector are available in the sanctuary, but these require a trained operator. There is a separate hire charge for these items, and they must be booked at the same time as the sanctuary.

16. First Aid Kits and Defibrillator.

- We have a portable defibrillator which is available for all groups and hirers. It can be found in the Vestry, which is the small room accessed from the passageway which joins the large rear hall and the church sanctuary, The First Aid kit is in the same location. Both items are on top of the cabinet behind the door,
- Whilst the First Aid Kit can be used, we recommend that each group/hirer provide their own kit. If the church kit is used, you must complete the required form which is with the First Box and return it to our bookings co-ordinator within 24 hours of the event.
- There are additional First Aid boxes located in both the kitchen and the storage area at the end of the large rear hall.

HUNTINGDON METHODIST CHURCH FIRE SAFETY REQUIREMENTS A BRIEF GUIDE FOR ALL USERS

- **Before every event, including regular daily or weekly events, HMC strongly recommends that the hirer, leader, event organiser or responsible person should;**

• Undertake a risk assessment of the rooms to be used, the activities to be undertaken and the ages and the capabilities of those attending.
• Familiarise themselves with the layout of the premises.
• Check that the designated fire doors are unlocked or that the means of opening in an emergency are established.
• Check that all fire exit routes are clear of obstructions to allow pushchairs /wheelchairs etc easy exit
• Familiarise themselves with the Fire Evacuation Procedure on the notices displayed throughout the building.
• Identify location, type and how to use fire extinguishers in the areas used.
• Plan a means of dialling '999' by a responsible person.
• For large events appoint Fire Marshals and brief them on their duties.
• Ensure they are aware of any other users in the building.
• Make a list of everyone attending the event.
• Advise those attending the event of the nearest fire exits and exit routes.
• Be familiar with the location of assembly point which is on the wide pavement area outside the Saxongate building. This is just past St Mary's Church at the corner with High Street and Hartford Road.
• If appropriate, incorporate a fire drill into the event

- **In the event of a fire on the premises the hirer, leader, event organiser or responsible person MUST;**

• Dial '999' and report location of fire;17 High Street Huntingdon PE29 3TE
• Alert all other users in the building
• Evacuate the whole building via nearest fire exits
• Only use an extinguisher to tackle the fire if there is no risk of personal injury.
• Meet at the assembly point which is on the wide pavement area outside the Saxongate building. This is just past St Mary's Church at the corner with High Street and Hartford Road. (Left out of the Church car park and cross the road).
• Check that all members attending the event are present at the assembly point or are accounted for.
• Liaise with all other group leaders and hirers to ensure their members are all present or accounted for.
• Notify the attending emergency services if anyone is not accounted for.
• Do not re-enter the HMC building under any circumstances.
• Notify either the bookings co-ordinator or the appointed HMC representative of the fire and the action taken within 24 hours of the evacuation.

HUNTINGDON METHODIST CHURCH KITCHEN GUIDELINES FOR ALL USERS

Huntingdon Methodist Church is inspected on a regular basis by the local Environmental Agency, and it is therefore essential that the kitchen is kept clean, hygienic, and tidy. We require all users, both church and outside hirers, to follow the guidelines below:

- **Best Practice Note.** Although not a legal requirement, if the kitchen is used to cook food, it is strongly recommended that at least one-person present must have a current food hygiene certificate.
- Before use, clean all worktops with antibacterial cleaner which is to be found in the cupboard under the sink.
- Use appropriate labelled chopping boards for preparation of food.
- Ensure all dishes, pans etc are washed, dried, and put away in the correct place.
- If you need to use the dishwasher the instructions are on the wall above it.
- Remove any unused food items which you have brought from the fridges /freezers. No food must be left in the fridges/freezers or cupboards without prior agreement from the bookings co-ordinator.
- Clearly mark any food to be left with your name/organisation. Labels are available for this purpose. Any food which is left without agreement, or is out of date, will be disposed of.
- Clear and wipe down all worktops and clean all equipment which you have used.
- Dispose of any J-cloths used for washing up/ wiping surfaces etc.
- If the floor needs sweeping there is a dustpan and hand brush under the sink; a large brush, mop and bucket are in the store-room adjacent to the main rear hall. For minor spillages or marks on the floor, a mop and cleaning liquid are kept in the kitchen.
- Ensure all bins are emptied and the bin-liner taken to the grey bin in the carpark, or if full, taken away by the user. The bin should be cleaned, and a new bin liner put in. New liners are kept under the sink.
- Please advise the bookings co-ordinator of any breakages or problems with equipment within 24 hours.

If using the water boilers

- If the boiler to be used is not on, follow the instructions on the boiler It will take up to 30 minutes to reach the required temperature after which there will then be a constant supply of boiling water. Remember to turn off the boiler before leaving.

Church Groups and Users

- Take away any tea towels or tablecloths that have been used and bring them back once they have been washed.

Outside Groups and Hirers

- Bring your own dish cloths, tea towels, tablecloths etc and take them away afterwards.
- Crockery, pans etc are provided and can be found in the relevant cupboards and drawers.
- After use, wash and replace items in cupboards / drawers they were taken from.
- Any breakages or damage must be reported to the bookings co-ordinator who will advise of the cost of replacement or repair, which must be paid by the hirer.

Thank you for your co-operation in keeping our premises clean and tidy for the next user.

HUNTINGDON METHODIST CHURCH DETAILS OF ROOM SIZES, FACILITIES AND EQUIPMENT Page 1 of 3

The following information provides a brief description of approximate room sizes and the available facilities/ equipment.

Main Worship Area – The sanctuary - 14.7 m by x 12 m

- Movable raised stage area at front. (Any removal must be agreed with the bookings co-ordinator prior to setting up, because it is both very heavy and difficult to move)
- Loop system and audio-visual system available (Requires a trained operator).
- Has access to the new side extension through two doors and access to rear halls, kitchen, and toilets through internal passageway
- Drinks and refreshments are not to be brought into the sanctuary and should be provided in either the main rear hall or the new extension, (both of which have serving hatches from the kitchen)
- Has around 180 moveable chairs. If these are moved, they must be returned to their original configuration at the end of the event.

Main Rear Hall – 12.2 x m by 7.8 x m

- Side entrance down the left-hand side of the Church.
- Accessible toilet for disabled and baby changing facilities.
- Serving hatch from Kitchen
- Folding stackable chairs and tables in storage area at end of the hall.
- Has space to seat around one hundred people.
- Access to toilets and all other rooms
- All tables /chairs/ equipment used must be put away to leave the hall totally clear for the next users.
- Children and young people under 18 must not enter the storage area because of the potential risk from the large and heavy items stored in a confined space.

New Side Extension (The Link) with main entrance area and adjoining meeting room 14m x 6m

- Access through new glass front doors, has two internal doors into the main sanctuary and a passageway access to kitchen toilets and rear halls
- Serving hatch from kitchen
- Electrically operated roof windows for ventilation
- Access to adjoining meeting room with table and easy chairs / sofa. Seats up to 10.
- Extension has 10 café style tables, 40 chairs; plus, sofa, easy chairs, coffee tables in the entrance area.
- Has access to all toilets and all other areas.
- Additional tables and chairs, room divider screens, can be accessed in the rear storage area.
- All changes made to the layout of chairs and tables must be returned to the original configuration at the end of the event.
- There is a children`s corner at the serving hatch end.

HUNTINGDON METHODIST CHURCH DETAILS OF ROOM SIZES, FACILITIES AND EQUIPMENT Page 2 of 3

Kitchen – New L shape. 6.2 m long in both directions and 3.6 m wide

- Has serving hatches into both the large rear hall and new side extension, so can be used by separate groups at the same time.
- Often used to cook food to feed 50 to 60+ at church events
- The kitchen now has substantial facilities including
 - Industrial-grade cooker
 - Warming cupboard
 - Dishwasher,
 - Water Boilers
 - Fridge and Freezer
 - Kitchen sinks / Handwashing sink
 - Storage cupboards
 - Adjustable height hot rings and sink.
 - Full range of pans, cutlery, and crockery.
- **Best Practice Note.** Although not a legal requirement, if the kitchen is used to cook food, it is strongly recommended that at least one-person present must have a current food hygiene certificate.

Small Rear Hall (Sunshine Room)– 7.5 m by 3.9 m

- Seats 15 to 20 comfortably
- Folding stackable chairs and tables in storage area at end of the hall.
- Access to toilets, baby changing facilities, and kitchen
- Access to toilet for disabled, additional baby changing facilities and all other rooms, through the adjacent back hall.

Small Meeting Room (Creche Room) -3.5m by 2.5m

- Seats up to twelve people (Chairs and tables available from the storage area next to the rear halls)
- Access through both the sanctuary and back hall.

First Floor Upper Room – 6.5 m by x 4.1 m (For use by Church groups only)

- Accessed by two stone spiral stairways from either side of the foyer
- Seats up to ten people (chairs and a small table are kept in the room).
- Not suitable for people with limited mobility.

Toilets and Baby changing facilities.

- A single unisex toilet and a unisex accessible toilet for the disabled are in the foyer leading into the sanctuary.
- Female toilets including baby changing facilities, and two unisex accessible toilets are situated in the corridor between the small rear hall and the new extension.
- Baby changing facilities are available in the accessible toilet for the disabled which is accessed through either the main rear hall or the exterior side entrance into the rear hall.
- All soiled nappies etc must be bagged and taken away and not left in either the sanitary containers or the toilet waste bins.
- Users are asked not to use large amounts of toilet tissue, and to flush regularly to prevent blockages.
- To help keep toilets clean and safe for everyone all groups are required to empty the bins, wipe the sinks, clear up any mess and leave the toilets ready for the next users.

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Car parking area in front of church building –

- Space for a maximum twenty cars at any one time.
- Note that at full capacity, ten of the cars are blocked in because of the “double parking” layout.
- **The concrete central drive must be kept clear at all times in case of emergency access or a building fire evacuation.**
- Apart from one space which is reserved exclusively for the Minister at all times, and the blue badge/carer with child spaces, the car park is available on a first come basis, and no guaranteed parking can be offered.
- Regular external users who pay to use the carpark must display an official HMC parking permit at all times, including a mobile phone number in case the car has to be moved urgently. Permits are limited should be requested from the HMC Bookings Co-ordinator.
- All users must leave a mobile phone number or details of the event attended on the dashboard.
- All users are asked to park considerately by not straddling more than one space and not blocking vacant spaces next to the boundary walls.
- When no spaces are available, there are several pay and display carparks which are within a 5-minute walk to the church.

Heating, Lighting, General Décor

- We installed a new heating system throughout the building in 2020, and this is programmed on a weekly basis during the months from October to May although this is extended if the weather is chilly.
- Apart from the new extension(The Link) which has underfloor heating, all other rooms have radiators. Please do not alter their settings or turn them off because this has an impact on other users who follow you. If the rooms are too hot or too cold, please advise our bookings co-ordinator.
- The underfloor heating in the new extension is also programmed to pre-set temperatures. The heating control is permanently locked to prevent any changes being made, but if you find the extension too hot or too cold, please advise our bookings co-ordinator.
- The roof windows in the new extension are electrically operated and can be opened and closed from the single switch on the wall near to the adjoining meeting room. If you open the windows, please remember to close them at the end of your event.
- The three large windows in the main rear hall can be opened fully or just at the top. Operating guidance is given on the window frames. Please ensure that the windows are closed and locked before you leave. The same key locks all three windows and must be left in one of the window locks. Please do not take the key with you because it will be needed by other users.
- The hinges on the small leaded opening windows in the church sanctuary are damaged and you should not attempt to open them at the present time.
- The lighting throughout the building is checked regularly, but if any lights fail, please let our bookings co-ordinator know so that we can replace the bulbs.
- We try to keep our rooms in a good state of repair and decoration, and we ask that you do not attach any posters, pictures, signs, or decorations to the walls or woodwork with any form of adhesive, tape, or pin, because this leaves marks and can damage the paint and plaster.
- Our notice boards are regularly updated but we do have limited space for appropriate “community group” advertising posters. If you wish to have a poster displayed, please do not put it on a notice board yourself but give it to our bookings co-ordinator who will pass it to the appropriate person.