

St Paul's Church Northumberland Heath



Information for those
hiring the premises

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About St Paul's

St Paul's is the parish church of Northumberland Heath. We are part of the Diocese of Rochester in the Church of England. The church is a non-profit charity and receives no money from the government. By using St Paul's you support our work in the community, the Church of England's work in our country and our missionaries around the globe. Thank you.

The Rooms

The Hall

The most popular area for hire, this multi-purpose hall is equipped with chairs and folding tables. There is a kitchen which you can use as part of your hire agreement. The hall can accommodate 90 people.



The Lounge



Perfect for small groups and functions. This room comes with a small kitchenette equipped with a water heater, dishwasher and a supply of cups and mugs. Its large windows optimise natural light and is popular with teaching groups and art clubs. It has a capacity of 40 people.



The Old Baptistry



Redeveloped in 2014 into an executive setting that mixes the traditional and modern, it offers multimedia presentational equipment. This flexible space can be set up in a café style, meeting style or using rows of chairs for small conferences. It comes with a kitchenette with

a water heater, dishwasher and cups and mugs for refreshments. It can accommodate 40 people.

The Church

The church was redeveloped in 2014 into a multi-use space. For more information contact a Church Warden or the Vicar.



Multi Room Use

On occasion more than one area can be hired. Contact the booking secretary on the booking line for more information (07544 393798)

Before you come

The first thing you should do is read carefully the terms and conditions of hire. Some important things to highlight from the agreement are...

- If you have booked for a "one off" event you **MUST** be there in person from the beginning to the end. This is because we need to tell you where things are, what is required at the end and what to do in the case of an emergency.

- If you are a "block booker" please do not give your key to anyone without prior agreement.

-The maximum number of people allowed in the hall is 90, in the lounge and old baptistry is 40. Please do not in any circumstances exceed these numbers.

-We ask for a security deposit, which in the vast majority of cases is returned in full. If we need to clean the premises using emergency cleaners, replace anything damaged (either deliberately or as a consequence of a breach of agreement) then this will be deducted from the security deposit.

While you're here

When you arrive a volunteer from St Paul's will be there to show you around and especially to point out where things are. This person may not be able to answer all your questions, as they probably will have kindly given their time to help show you around. They will be able to contact someone for you if something you have asked for is not there.

We have a few rules in place to keep the premises in a good condition for all users. Some from the hire agreement to highlight are:

- Please do not attach anything to the walls without previous agreement. Nothing should be removed either.

- Sometimes accidents happen. If a breakage should occur, please let us know.

- There are some areas that are off limits to you and others during the booking, unless otherwise agreed. They are
 - The small hall (room) adjacent to the main hall.

- The outside play areas (these are exclusively for the use of St Paul's Preschool and contain expensive equipment.)
 - The car park. You are of course very welcome to park your cars here, but this area should NOT be used for people to congregate during the period of your booking. Please be considerate to our neighbours.
 - The lounge is not available to hall hirers unless also booked.
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- The person who shows you around will give you an emergency contact number.
 - Do remind those at events to respect our neighbours in this residential area as they leave.
 - The whole premises are strictly non-smoking.
 - Please don't leave the premises unlocked and unattended at any point.
 - If you intend to bring or hire equipment please read the terms and conditions carefully. We advise you to hire equipment from a reputable company.

Using the oven in the Hall Kitchen

1. Switch on the two electric switches on the wall to the right of the gas hob. The clocks will flash at 00.00 on both ovens. To stop the flashing, press the third button showing the symbol $\rightarrow|$ on the electronic timer controls. This will change the clock to show 12.00



2. Use the function selector to determine the desired system.



3. Set the temperature selector to the desired temperature.



The red oven temperature control lamp lights up when the oven is first switched on, and goes off when the required temperature has been reached.

Switching the oven off

1. Turn both the temperature selector and function selector to the >>O<< position.

Note: After switching OFF the oven, the fan may continue to run for a short time.

2. Finally switch off the two electric switches on the wall to the right of the gas hob.

First Aid

Sometimes accidents happen! If someone is injured, first consider if an ambulance should be called. You can find the church address in the "Contact Details" section at the back of this booklet.

If an injury requires minor first aid, you will find some equipment in our first aid box which is located in the Hall Kitchen. With the first aid box is an accident book, all injuries MUST be logged in this book.

If an injury has occurred please let the person who comes to close the hall or a Church Warden know about it.



Clearing and leaving

It is common practice to ask that hirers return the premises to the state they found it. This keeps the cost of hire down.

You will be able to find cleaning equipment in the cupboard next to the hall doors.



The Hall

If you have hired the hall please use the brooms to sweep the hall. There is detergent to remove anything sticky from the floor.

Chairs should be stacked against the long wall and tables returned to the storage cages.

The kitchen should be cleaned and surfaces wiped down

There is a vacuum cleaner, should it be needed, to clean the hallway carpet.

Rubbish & recycling should be transferred to the appropriate bins in the car park. To use the large bin for general waste you can find the key in the kitchen, behind the door.

For individual hires, someone will arrive to check the premises with you and to lock up the hall.

You should have finished the event AND cleared the premises by the end of the hire period.

The Lounge & Old Baptistry

If you have hired the lounge or the old baptistry, please use the vacuum cleaner, should it be needed, to clean the carpet and the hallway.

Chairs should be returned to their original setting.

The kitchen should be cleaned and surfaces wiped down.

Rubbish & recycling should be transferred to the appropriate bins in the car park. To use

the large bin for general waste you can find the key in the kitchen, behind the door.

For individual hires, someone will arrive to check the premises with you and to lock up.

You should have finished the event AND cleared the premises by the end of the hire period.



Contact details

St Paul's Church
Mill Road
Northumberland Heath
Erith
Kent
DA8 1HN

Office - Open on Mondays & Wednesdays 10am – 3pm
& Fridays 10am-1pm.

- 01322 336505
- office@stpaulsnorthumberlandheath.org.uk
- www.stpaulsnorthumberlandheath.org.uk

Booking line – 07544 393798

Vicar – Rev Clive Beazley-Long

- clive@stpaulsnorthumberlandheath.org.uk
- 01322 634579

Wardens – Mrs Sue Luff – 01322 552214

- Mrs Grace Allan – 01322 342163

Finally

We hope this booklet has been helpful. If you think there are any improvements that could be made or something useful we've omitted then please let us know.

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