

Mickleton Methodist Church - Notes for Hirers of the Joseph Webb Hall

Bookings Please contact Rev Ros Murphy **Tel.** 01789 740 538 RM0LJ8JR0@gmail.com (Zero's not o's)

Access and Security

The main access is up the steps at the front, but there is access for people with mobility difficulties via the back door, which can be unbolted and opened by going past the kitchen. Please make sure that all people attending your event are aware of the front and back fire exits. If you are not a key holder, you will need to collect a key and return it, by arrangement with one of the designated key holders. Details available when you book. There are additional requirements if unaccompanied children regularly attend events.

Fees

Cheques payable to Mickleton Methodist Church need to be posted or delivered to Dr Tim Mead, the church treasurer at 12, Sovereign Fields, Mickleton, GL55 6RG **email** - tais@themeads.fsnet.co.uk
Tel 01386 438 713. Cash can be delivered by arrangement.

Insurance Cover

Church events and bookings for three or less events per year are covered by the church insurance policy. We need to have an annual copy of any insurance cover which other groups have. If you don't have insurance cover, It is possible for a relatively small premium to obtain cover for other groups from our Methodist insurance company. Please ask if you would like to make use of this.

Restrictions

The hall is the responsibility of the Methodist Church. We have to comply with Methodist rules which state that the sale, supply or drinking of alcohol is not permitted on the premises. Only raffles where tickets are purchased at the event, and with minor prizes are permitted. As with all public buildings, smoking is not permitted.

Licences

The hall is not licensed for music, singing, dancing or drama productions, nor for the use of television. We now have blackout facilities and a screen attached to the wall.

Useful information

Light switches are behind the curtain on the right of the door as you enter.

Heating switches are on the wall opposite to the kitchen entrance.

There is a fan heater to your left as you enter the kitchen.

The hot water heater is above the sinks.

Used tea towels will be laundered, so please leave them by the sink

We have a cleaner only once weekly, so it is important the hall and kitchen are left as you find them, with all cutlery and crockery washed and replaced in the labelled cupboards, table tops cleaned and the floor swept if necessary. Kettles and the urn need to be emptied and electric plugs removed from the sockets.

Sadly, because churches do not pay council tax, the district council do not collect our rubbish, so we have to rely on hall users taking home all debris.

.Key Holders

Our Methodist rules require us to ask those entrusted with keys to fill in the enclosed form. To ensure that we know who has a key at any one time, please will you sign and date here the date you received a key and when and where you returned it.

Key received from _____ Key returned to _____

Date _____ Date _____

If there are any problems or suggestions for improving the use of the hall, please let us know.