

COMMENTS: Any comments you may have to help us maintain these facilities for everyone are welcome.

MANAGING YOUR event

**IT IS A PRIVILEGE TO HAVE THESE AMAZING FACILITIES!
PLEASE HELP US TO MAINTAIN THEM BY FOLLOWING THE
GUIDELINES FOR THEIR USE AND CONTINUED ENJOYMENT.**

**PLEASE NOTE: IN MOST SERVICE AREAS THERE IS A FOLDER WITH GUIDELINES
TO ASSIST THE PREPARATION AND MANAGEMENT OF YOUR EVENT.**

In order to comply with Health & Safety regulations and in consideration of others who use these facilities, please use the following check list to ensure that everything is ready for your event and that the premises are in good order when you leave. Thank you.

BEFORE YOUR EVENT please check the following:

- The fridges and freezers are working correctly.
Fridge temperature 0-5°C. Freezer temperature -18°C.
- Any other equipment e.g. the oven, is working correctly.
- Food preparation areas and equipment are clean.
- There are plenty of hand washing and cleaning materials (soap / paper towels / cloths).
- Toilets clean and stocked with toilet rolls / soap / hand towels etc.
- Equipment for cleaning down after event – brush / dustpan / mop & bucket / vacuum cleaner / rubbish bags.

***Food used during your event should be properly stored in refrigerators,
to ensure safe consumption for guests. See notice on refrigerators.***

**A MINIMUM DONATION OF £20
TOWARDS RUNNING COSTS
WOULD BE APPRECIATED.**

CONTACT DETAILS

Phil & Kim Ward
phil.ward@nlccuk.org

Sam Warren
sam@nlccuk.org

All events need prior booking and approval. Please contact Phil Ward to make your booking arrangements (phil.ward@nlccuk.org)

PLEASE NOTE: **We do not permit** Stag/Hen parties, Coming of Age birthday parties (18th & 21st) and Baby Shower parties on church premises.

Bonfires and/or Fireworks **are not** permitted on site.

CLEANING DOWN AFTER EVENT

- No left-over food must be left anywhere on the premises after your event, including in the fridges, freezers and cupboards.
- Used tea towels and cleaning cloths should be taken to the laundry room in the house and replaced with clean ones.
- Replenish hand towels.
- Empty ALL the bins (*kitchen/toilets/main hall*) and take the waste in black bin liners over to the main bin area. Put new bin liners in bins.**
- Floors (*including kitchen and toilets*): Sweep / vacuum / wash and leave clean.
- Kitchen area: Clean work surfaces and sinks. Ensure equipment and cutlery is put away in its correct place.
- Turn off all electrical equipment (*not fridges or freezers*) and make sure there is no food left in the oven or microwave.
- Toilet areas: Clean. Refill hand towels / toilet rolls / soap. Dirty nappies must be removed and disposed of appropriately.
- Tables and chairs left cleaned and stacked safely.

IMPORTANT

1. You are expected to provide your own tea, coffee, milk and sugar. Please do not use church stock.
2. **Take all empty glass bottles home with you for disposal.**

ALCOHOL

1. The sale of alcoholic drinks is not allowed on the premises.
2. No alcohol to be consumed on the premises by under 18s.
3. **Good behaviour and moderation is expected when alcohol is served.**

CHILDREN'S PLAY AREA

Parents are responsible for the safety and well being of their children on the church premises, including using the facilities within the children's play area.

Children must not be left alone and should be monitored at all times.

When using the play area:

- (i) Please pick up all waste paper etc. and empty bins at the end of your session. Dispose of waste in the main bin area.
- (ii) **NO PETS ALLOWED IN THE PLAY AREA.**

BBQ

When using the BBQ area please pay attention to safety at all times. Ensure your BBQ is located an appropriate distance from buildings.

Lighter fuel and matches must be kept out of reach of children.

Beware hot ash and dispose of it safely.

Leave BBQ clean and ready for use.

Any tables and/or chairs used to be cleaned and put away safely. Any equipment used from other areas within the complex to be put back neatly and in the correct place.

HOURS OF USE / LOCKING UP / SECURITY

The Site is open from 8.00am until 10.30pm and premises must be **cleared, cleaned, left in good order, vacated** and **locked NO LATER THAN 10.15pm**. If you require access outside these hours, please make arrangements well in advance with Sam Warren (sam@nlccuk.org).

DO NOT REMOVE ANY OF THE TABLES OR CHAIRS FROM THE COFFEE BAR AREA