

WELCOME TO ST LUKE'S CHURCH HALL GUIDE FOR USERS

More information is available on our website (stlukes-hall.org.uk) and with your booking confirmation

Access: Sylvia Lauder (bookings@stlukes-hall.org.uk, phone **07792 567189**) will arrange access. She will either meet you at the time of your booking, or at an earlier time, to brief you on the facilities and give you a key and one to the car park gate.

Terms & Conditions: You need to confirm your agreement to our terms and conditions before using the Hall. The T&Cs are sent to you with your booking confirmation and can be “signed” on-line.

Do you need a TEN (Temporary Event Notice)? (from Cheltenham Borough Council, e.g. for the sale or supply of alcohol or the provision of regulated entertainment).

Decorations: may only be attached by drawing pins to the wooden lighting troughs in the main hall or wooden dado rails. Fixings (including tape and Blu Tack) must not be used on the walls.

Cleaning: We ask all our users to leave the Hall as they found it. Please tell Sylvia immediately if you find it in an unsatisfactory condition. Please allow time for cleaning and tidying at the end of your booking – and arrange for people to help you. In particular, please make sure that tables are clean before they are put back on the trollies. There are dispensers for washing up liquid, but please note that we do not supply tea cloths for drying up. Please bring your own. Please take away all your rubbish. Bring your own black bags.

Contact Sylvia Lauder (bookings@stlukes-hall.org.uk phone **07792 567189**) if you have any problems or if you or your guests cause any damage or breakages - within the hall or the car park.

FACILITIES

Tables and chairs: We provide 10 large (183cm/6ft) and 10 small (76cm/3ft) tables. Two additional tables in the small hall tilt vertically to save space if required.

Heating: Press the button on the wall between the two halls to give one hour of heating, which can be repeated. There is another button to switch off.

Lighting in the main hall can be controlled by dimmer switches. There is also coloured lighting

Windows: These are kept locked. A key can be found by the heating controls.

WiFi: The Wireless Key is posted on noticeboards.

Audio Visual (AV) system: In the main hall. Video projector: Bring your own laptop/tablet and connecting leads (HDMI or VGA + audio). Audio may be played from smart phones via cable or Bluetooth. A handheld microphone (with stand) or a lapel microphone may be borrowed. You may wish to visit before your booking to familiarise yourself with the controls - particularly for video projection.

Soundproofing: Please keep the doors to the main hall closed to prevent noise affecting other users.

Main kitchen facilities include:

- Range cooker with two ovens.
- Hot water dispenser for drinks.
- Dishwasher (commercial grade). Allow 20 mins to heat up. Each rack then takes 3 minutes to wash. Please empty after use.
- Refrigerator and freezer space available by arrangement.
- Cutlery, crockery, glasses (including wine glasses).

Other amenities/facilities:

- Kitchenette with coffee making facilities (including hot water dispenser) for users of the small hall.
- Baby changing facilities (in the accessible ♿ toilet)
- Piano (Yamaha, seven octave digital piano)
- Flip chart easel with whiteboard
- Projector screen and stand (for small hall)

Cleaning equipment (in the cleaner's cupboard at the end of the corridor)

- buckets and mops for spilled liquids, etc.
- vacuum cleaner
- floor sweepers (these should be vacuumed clean after use)
- spray and cloths for tables and work surfaces