



GUIDELINES FOR PARTIES

We hope you find the St Andrew's Centre a welcoming and comfortable venue for your use. Here are a few things to remember when you use the Centre:-

PLEASE

1. Fix any decorations to non-painted areas such as the window frames using blu-tack.
2. Do not use smoke machines or bubble machines, as these are likely to set off the fire alarm.
3. Do not try to use the audio/visual equipment unless you have been shown how to use it and given the key.
- 4. Remember to bring tea towels with you.**
5. Have regard for our neighbours, keeping noise to a reasonable level and (if necessary) keep external doors closed.
6. WE DO NOT HAVE A CARETAKER SO PLEASE leave the Centre clean and tidy - wipe down tables and work surfaces, and sweep the floor after use.
7. Empty the bins and put your rubbish in the relevant bins in the churchyard or if they are full take it home with you.
8. Put away any furniture you have used.
9. Turn off all lights and turn the radiators down.

FACILITIES YOU MAY USE

1. Crockery, tins, cutlery, utensils in the kitchen. Please put them back clean.
2. Right hand fridge but please remove all unused food.
3. Oven and hob – again please leave clean.
4. Tables (6 x 8 seater, 6 x 6 seater, 6 x 4' circular, 2 x toddler size), chairs (80 x adult and 8 x toddler size).
5. Dishwasher, but this is a commercial washer and you need to have been instructed in its use beforehand.
6. Wifi – please request the password.
7. Audio/visual equipment – please ask the Bookings Secretary

For information for bouncy castles - the hall ceiling is 284 cm high but there is a projector hanging down at the far end of the hall which reduces the height to 250cm.

Thank you very much