

St Michaels Parish Centre  
28 Hightown  
Middlewich  
Cheshire  
CW10 9AN  
Tel: 01606 738005  
admin@middlewichparishchurch.org.uk



## Number 28 Room Booking Guidance Notes

### 1. ENQUIRIES

To enquire about the facilities available and how to hire rooms in the Centre, please contact the Office Manager, Beth Deakin at the above address.

Details of the available rooms are in Section 9 of this document, and more information can be seen on our website, [www.at28.org](http://www.at28.org).

### 2. BOOKING PROCEDURE, PAYMENT AND CANCELLATION

A provisional booking may be made by telephone or email. This will be held for 7 days i.e. until receipt of a completed booking form.

Booking forms are available from the Centre Manager. No booking is confirmed until receipt of a completed booking form.

No deposit is required, but a hirer wishing to cancel a booking should do so by giving notice, in writing, to be received by the Centre Manager not less than 10 working days before the date booked. If less notice than this is given, the booking will be charged at 50% of the agreed price.

If the Church is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the Church to the hirer will be limited to returning any charges already paid.

Invoices must be paid no later than the first day of the event. The PCC reserves the right not to accept a booking.

### 3. CATERING

By prior arrangement, tea, coffee and biscuits can be served at prearranged times before/during or throughout your booking. Charge: £1.00 per cup. Alternatively, the use of the coffee making facilities in the Coffee Shop or small first floor kitchen is free as long as you bring your own materials.

### 4. FIRE REGULATIONS AND SAFETY

Please acquaint yourselves with the nearest fire exits and assembly point when entering the building for the first time. The fire alarm is tested every Monday morning. The person responsible for the group should hold a register of names: in the event of evacuation of the building the assembly point is outside the Police Station on Queen Street.

## 5. CHILD PROTECTION

St Michael & All Angels Child Protection Policy requires the PCC ensures that any Parish Centre activity that involves children or young people is carefully organised and its procedures followed.

For bookings involving children under the age of 18, who are not accompanied by their guardian/parent(s), you will be required to:

- tick the relevant box on the Booking Form
- complete a Hire Agreement
- arrange for the Centre Manager to see a current enhanced CRB disclosure for the person responsible for the children's/young people's activities in advance of the booking
- ensure that the hirer sees the current enhanced CRB disclosure for all the adults involved in the event for which you are responsible.

## 6. LOCATION

The Centre is situated opposite the south door of the Church on the corner of Hightown and Queen Street. The signage clearly identifies it as 'Number 28', the name by which it is usually referred to.

## 7. TERMS AND CONDITIONS OF HIRE

Whilst you are using the Centre, you are responsible for:

- a. leaving the rooms you have used clean and tidy.
- b. washing and drying crockery and replacing it in the appropriate cupboards and switching off equipment in the kitchen (as applicable).
- c. switching off the lighting, turning down heating when you leave, and shutting all windows and doors (as applicable).
- d. reporting any breakages, spillages or damage to the Office Manager.
- e. paying for the costs of damage, repair or replacement to contents or building.
- f. arranging with the Office Manager for the shutting and locking up of the Centre at the end of the letting (as applicable).
- g. observing the fact that the centre and outside yard is a No Smoking area.

## 8. LIABILITY

St Michael & All Angels Church accepts no responsibility or liability in respect of personal injury suffered at the Centre or in connection with use of the Centre and accepts no responsibility or liability in respect of the loss of or damage to property suffered at the Centre or in connection with the use of the Centre. Users' property is not insured whilst on the premises by the PCC or on its behalf.

## 9. ROOMS AVAILABLE

The building is wired for internet access, and wireless access is available on request.

There are two rooms available for hire on the ground floor:

### Coffee shop:

This is a ground floor room situated at the front of the property. The seating capacity is 24 around café style tables, which can be rearranged to suit. Ideal for promotion/ fund raising style events as the large glass fronted room attracts passers by. Coffee making facilities are available in the room.



There are blinds which can be used to obscure the shop style windows, improving privacy so that the room can be used for more formal meetings and in the evenings. A 40" wall mounted TV can be used for presentations or for showing recorded material.

Rates of hire:

Charities: £8.50 per hour

Other users : £10.00 per hour

Small meeting room:



This is a ground floor room but is accessed via 2 steps. A stair lift is available. The room seats 8 and is ideal for small meetings or interviews. A wall mounted whiteboard/flip chart is installed.

Rates of hire:

Charities: £6.50 per hour

Other users £ 8.00 per hour

The ground floor is serviced by an accessible unisex toilet. There is also a commercial standard kitchen: please discuss this with the Office Manager should you wish to hire it.

There is one room available for hire on the first floor:

Large meeting room:

This can be accessed via a stair lift, but is not suitable for use if more than four attendees require the use of the lift. The seating capacity is between 35 and 60 depending on the nature of the event and the layout. It is ideal for small functions, training courses or larger meetings. There is a small kitchen and a unisex toilet which are accessed directly from the room. A whiteboard/flip chart easel is available.

Rates of hire:

Charities: £12.00 per hour

Other users: £15.00 per hour

