



All Saints Church

1 Sutton Road, Southend-on-Sea, Essex, SS2 5PA

Hall Users' Guide

Booking the Hall

Contact the Hall Manager for all hall bookings.

Please note that the Church Council no longer allows adult/teens parties in the hall. Please discuss special requirements with the Hall Manager.

Clearing up

It is the hall users' responsibility to ensure the hall is tidy for the next user. All long tables in the store cupboard, all chairs and short tables returned and stacked as indicated in the hall and with nothing else left out in hall, kitchen or store cupboard.

Electricity

The meter and main electrical consumer unit is in the store room. If no electrical power is in the hall then check if the trip switch needs resetting. Contact the Hall Maintenance Manager, Gareth Weir on 01702 613371, if you need help.

Fire exits

The fire exits should be kept clear at all times. Override keys are in the adjacent red break glass units.

Floors

The floor can be damaged if you drag furniture or equipment on it. Please lift, rather than drag and use the chair carrier provided.

Gas

The meter and isolation switch is in the store room. If you smell gas then follow the instructions on the yellow label attached to the control valve phoning the gas emergency service on 0800 111 999 and also inform the hall manager.

Hall Users

List of contact telephone numbers for hall users is kept on the notice board.

Hall Manager

The hall manager is Tom Smith 01702 464223, 60A Sutton Road (corner of Sutton Road and Boscombe Road.), Southend-on-Sea. He is responsible for hall *bookings* and *cleaning*.

Hall Maintenance

Please report all *defects* to the Hall Maintenance Manager, Gareth Weir 01702 613371, 51 Wimborne Road, Southend-on-Sea.

Heating

The heating is automatically set. Do not adjust it or the thermostat. If it needs to be altered then contact Hall Maintenance.

Kitchen

Only people authorised to do so, may use the kitchen equipment.



All Saints Church

1 Sutton Road, Southend-on-Sea, Essex, SS2 5PA

Hall Users' Guide

Guides for the following are kept in the Kitchen: Cleaning, Dishwasher, Fridge, Oven, Hot Storage, Water Boiler and Water Heater.

Do not use the kitchen, unless you know what you are doing and are prepared to clear up afterwards.

Rubbish/Recycling

Please use the correct bin for rubbish and recycling.

The recycling bin is for paper, card, plastic bags and for cleaned food and drink cans, foil, plastics and glass. Do not put in broken glass, rigid plastics, and polystyrene or food waste.

Black plastic rubbish sacks and pink recycling sacks are available from the box of cleaning materials kept in the store room.

Storage

The store room is to be kept tidy, pack everything away.

Toilets

The toilets are not to be used for sanitary waste disposal, use the bin provided.

Water Heater

The water heater for the sinks is in the store room and should only be switched on when the hall is in use. It should be switched off when not needed or when leaving the hall.