

**ST MARY'S CHURCH NEWICK PAROCHIAL CHURCH COUNCIL
TERMS AND CONDITIONS OF USE OF THE BARN CENTRE**

PLEASE:

1. Acquaint yourself and other users with **the emergency procedures** on laminated sheets in the Barn Centre.
2. To comply with **Health and Safety Regulations**, all Barn exit doors must normally be **unlocked during occupancy** to assist safe evacuation of the premises. However, **at this point in time** please keep the corridor door locked unless toilets are being used. **Please close, bolt and lock all doors on leaving including the internal door. Close upstairs windows if they have been opened.**
3. **Please read and observe our food policy statement prominently displayed in the kitchen.**
4. If you have used the kitchen waste bin, please empty it and **deposit the contents and any other rubbish in the Barn waste wheelie-bin situated in the wooden fenced area to the rear of the shed adjacent to the toilets. All empty bottles must be removed from the premises.**
5. **Leave all rooms you have used clean and tidy** (brushes, mops & buckets in kitchen); check that the **toilets** are left in a clean state. Return tables and chairs to their correct location. The Barn must be left in a condition fit for those next due to use it.
6. **Notify any breakages** which may be chargeable.
7. Observe the **“No Smoking”** rule throughout the Centre.
8. **No children allowed in the kitchen.**
9. **Do not play amplified music.**
10. **Do not sell alcohol.**
11. **Do not attach anything to the walls or beams with Blu-Tack or Sellotape.**
12. **Do not use candles.**
13. In the event of an accident, injury or other ‘irregular incident’ occurring during your use of the Barn or its surrounds **a full report must be entered into the accident book** which is kept on the windowsill in the kitchen. Report the accident to Sue Balloch immediately.
14. **The car park may not be used before 8.30am and must be left before 10.30pm.** Please do not park, reverse or turn cars on the “Tudor Barn” driveway or on areas adjacent to it. This belongs to our neighbour and we have right of way access only. If the gate across the driveway is closed, please park in Church Lane until it is opened. Please observe the 5 mph speed limit.

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Please sign below to confirm your agreement to use the Barn Centre subject to these terms and conditions. Return with your booking form to Mrs S Balloch, 7 Allington Place, Newick, BN8 4RF (01825 722801/07747 630657). Please retain a second copy for yourself.

NAME..... DATE OF BOOKING.....

SIGNED.....