

LILLINGTON PARISH CHURCH

St. Mary Magdalene's

THE OCTAGON



The Octagon is a modern room, built adjacent to St. Mary Magdalene's church. The main room can hold up to 50 people and can be hired for groups, meetings, conferences or parties. This leaflet comprises our conditions of hire and also aims to provide comprehensive information about the Octagon. However, if you have any additional questions, please do contact the booking secretary.

Booking

Application should be made to the Church Office during office hours, or by completing the booking form which can be downloaded from our website.

It is advisable to check availability with the office before completing the booking form. The booking form should be returned with the appropriate payment by post or in person – see website for office opening times.

The Octagon CONDITIONS OF HIRE

Charges

The charges cover the cost of maintenance, heating and lighting.

- **Church groups/charities** - £10 per hour.
- **Other bookings** - £15 per hour or £12 per hour if 6 or more bookings are made.

The time booked must include setting up and clearing the building.

Please note that for large party and one off bookings a refundable damage and cleaning deposit of £50 will be charged.

Access & Security

The person making the booking must contact the booking secretary to arrange for the unlocking and locking of the building.

The person making the booking must accept responsibility for:

- Leaving the entire building clean and tidy (A vacuum cleaner is in the cupboard beside the heating boiler)
- Switching off all the lights and electrical appliances including the red booster switch on the heating boiler (Please do not touch the main heater switch or storage heater in the kitchen)
- Closing all windows and doors and locking both sets of double doors or waiting until the key holder arrives to lock up.

Facilities

The meeting room has 50 chairs, 6 small square tables (full height), 4 rectangular Go-Pak folding tables, 4 low coffee tables and 2 other tables. There are also 13 infants' chairs. The adult chairs may be stacked, but not more than 4 deep.

There is a wall mounted projection screen. A flip chart is also available, please bring your own paper and pens.

There are male and female toilets, an ambulatory disabled toilet and baby changing facilities. Please note that if there are people using the church or church office, they also have access to the toilets.

The kitchen has equipment and crockery for making and serving hot drinks. There is a plug-in hotplate for heating milk, and a domestic microwave cooker. There are two kettles and a plumbed-in water boiler.

Any damage to the building, equipment or crockery must be reported to the booking secretary. The Parochial Church Council (PCC) retains the right to charge the hirer for repair or replacement as the council considers appropriate.

Walls

No stickers, Blu-tack, sellotape, decorations, notices or any other items may be fixed to the walls. Drawing pins must not be used on the woodwork.

Heating

Background heating is provided by a large night-storage heater behind the louvered door. This background heat may be boosted by using the red switch on the heater. **This switch MUST be turned off when leaving the building.**

If additional heat beyond this is required, two supplementary heaters may be used. These are controlled by the two time switches to the right of the louvered door. Turn the knobs to 5/6. Press red buttons on the switches.

If the supplementary heaters fail to work, check that the switches on the heater and the adjacent wall points are on. Before leaving the building, switch off by pressing the black buttons on the timer switches.



Hot Water

Sink taps are controlled by a time switch behind the water boiler. Turn knob to 5/6 and press the red button. A red light should appear on the heater under the shelf between the sinks. If this fails to light, turn the knob on the heater itself to between E and III. If the light still fails to come on, the water should already be hot. After use, turn off by pressing the black button on the time switch. Check that the red light on the heater is off. Note: The time switch set at 5/6 will give heat for about 90 minutes. Setting at 9 will give heat for about two and a half hours.

There are two electric kettles in the kitchen. Please switch off and empty after use. If larger quantities of hot water for drinks are required, there is a plumbed in water boiler in the kitchen. Instructions for use are on the wall beside the boiler. After use, please follow the instructions carefully (do not switch off the electricity, close the water inlet tap, or empty the urn).

Smoking

Smoking is not permitted in the building.

Neighbours

Please be considerate of the residents of the area when arriving, parking, using the building and departing. Please ensure that noise levels in the Octagon are kept to an acceptable level, in consideration of visitors to the church and churchyard.

Child Protection

If the Octagon is hired for children’s groups, the hirer must have a child protection policy which uses the Criminal Records Bureau Disclosure Service.

First Aid

There is a First Aid Kit in the kitchen drawer beneath the hot water boiler. Any accident must be recorded in the Accident Book in the

same drawer and reported to the Octagon booking secretary. Any items used from the First Aid Kit are to be reported to the Octagon booking secretary.

Public Liability Insurance

All hirers must have their own public liability cover for their activities while the church premises are being hired, and we may request evidence of this.

Health and Safety

A copy of the Church’s Health and Safety Policy can be found on the notice board in the Octagon. All hirers are advised to familiarise themselves with its contents and adhere to it. The parochial Church Council will not be held responsible for any accident, injury, loss or damage to the users or their property, however caused. Access to the main door and rear emergency door must be kept clear at all times. Fire extinguishers are at the main door and the emergency door within the meeting room. There is a fire blanket in the kitchen. You may not bring gas appliances, heating apparatus or any hazardous substances into the Octagon. All work at height should be avoided and ladders and step ladders must not be brought into the Octagon without prior permission of the Octagon booking secretary. Automatic security lights are mounted above the path to the Octagon, which will assist arrival and departure in the dark.

Contact Details
Vanessa Cooper, Church Administrator
St Mary Magdalene Church
Lillington Church Office
Vicarage Road,
Leamington Spa CV32 7RH
01926 470449
octagon@lillingtonparishchurch.org

Octagon Booking Form

Name of group

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Name of person making the booking

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Address

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Telephone

.....

Date/s required

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Times

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Purpose of booking

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Hire charge of £..... enclosed

Damage and cleaning deposit of £50 enclosed

(cheques payable to Lillington PCC)

I have read the CONDITIONS OF HIRE and CANCELLATION POLICY and agree to abide by them.

Signed..... Date.....

Application to the booking secretary. Use by more than fifty persons will require special permission.