



Guidelines For Use of St Andrew the Great

Please ensure that you read these guidelines before submitting your booking.

General

- Filling in the Booking Form does not guarantee you a booking.
- Bookings are discussed on most Tuesday mornings and approval is normally granted late Thursday afternoon or Friday morning. Booking requests need to be received by noon on previous Friday to be considered. We do not take responsibility for requests not received because of technical problems.
- St Andrew the Great reserves the right to give tentative approval of a booking if the booking is more than four months away.
- The building is used by many people and at many times. So please ensure that you leave the room in the same state as you found it and by the agreed finish time.
- Insurance: Please note that we are not insured for the loss or damage of personal belongings.
- Security: If you wish to keep external doors open at any time during your visit, we ask that a member of your party remains by the open door at all times to maintain security.
- Kitchen: Because of Health and Safety and Legal issues the kitchen cannot be used for food preparation.
- A First Aid Box is kept in the kitchen.
- Please note that the church staff are not able to assist you unless this has been agreed in advance.
- Fire Safety: We draw your attention to the notices at various points throughout the building.
- Smoking or the consumption of alcohol are NOT permitted anywhere on the premises.
- No political or secular retailing or non-Christian religious activities are permitted.
- No use after midnight, except under special circumstances.
- Please do not use sellotape or blue tack on any of the surfaces.

To avoid any confusion please let us have all information in writing.

Auditorium

- It will be your responsibility to lay out the chairs etc as you want them and to restore the space you use as it was when you arrived, unless specifically agreed otherwise.
- It may be possible for you to use microphones, etc, if arranged in advance of your visit.