



## **Brompton Methodist Chapel**

### ***Information and Advice for Users of Premises***

#### **1. Telephone**

The nearest pay phone is at the Three Horseshoes end of the Green, near the crossroads.

#### **2. First Aid Box**

Situated in the kitchen by the hatch. There is a green cross above the box.

#### **3. In the event of Fire**

- Evacuate the building immediately using either the main entrance, the fire escape door in the main hall beside the piano or (if the door is unlocked) the door in the small room at the back of the church.
  
- If safe to do so check all rooms are empty, including the toilets.  
Ensure all your party are out of the building and assembled on the Green.
  
- **Use fire extinguishers only if you are trained in their use.**  
**These should only be used if the fire is minor and if it is safe to use them.**
  
- Dial 999 (or if using a mobile phone dial 112) and ask for the Fire Brigade.  
The Chapel address is The Green, Brompton, DL6 2QT.

#### **4. All accidents and minor injuries should be logged in the accident book which is located by the First Aid Box.**

**5. The current rates charged for use of the hall is £18.00 for an evening.** The Church Council reserves the right to increase these charges as necessary - adequate notice will be given in these circumstances.

**6. It is the responsibility of each and every one of us to prevent physical sexual or emotional abuse of children and young people and to respond quickly if and when this occurs.** A copy of the Methodist Safeguarding Policy is available to read by users of the hall. All users of the hall are required to comply with this policy.

**7.** The Chapel has in place Public Liability Insurance to cover it in the event of a legal claim arising due to an act or omission on the part of the Church, its employee's or omission by the Hirer, their employee's representatives whilst on the Chapel premises. You should, therefore, ensure that you have adequate Public Liability Insurance to cover any claim that might be made against you or your organisation whilst using the premises.

**8.** Similarly, if you bring any equipment into the Chapel premises then you should arrange your own Fire and Theft Insurance. You should also ensure that all electrical equipment is PA tested.

**9. The Chapel has available for use:**

- **an overhead projector and screen,**
- **a free standing microphone and loop system.**
- **Kitchen facilities**
- **(A small charge may be made for the use of equipment).**

**10:** All users of the premises are asked to report any damage or defect to property equipment to Tony Brown 01609 770606, Barry Martin 01609 760394 or Malcolm Breckon 01609 772668

**11.** All access to the building is disabled user friendly.

**12.** There is a toilet suitable for the disabled in the foyer.  
There is also a child changing area in the disabled toilet room.

**13.**

- The whole church premises are a no-smoking area.
- The sale or consumption of alcohol is not permitted on any part of the Chapel premises.
- Betting or any form of gambling is not permitted on the premises.

**14.** All chairs and tables should be left as found.

**15.** All litter should be tidied up and placed in the bin in the kitchen

**16. Room bookings can be made through:**

- **Tony Brown, 01609 770606,**
- **Christine Martin 01609 760394**
- **or by e-mailing chapel-bookings@bromptonchurches.org.uk**

*The Chapel reserves the right to refuse any application to hire the premises, where in the opinion of the Church Council or Church Stewards the purpose of the use applied for is contrary to the ethos of the Methodist Church and/or Standing Orders of the Methodist Conference.*

For any further information please contact Tony Brown or Christine Martin

***NB All personal information provided to the Chapel will be held in accordance with the Data Protection Act 1998***