



ST. MARY'S ARTS CENTRE CHECKLIST FOR HIRERS

Please print a copy and take with you to your event for reference

For a full list of terms and conditions please see www.stmarysartscentre.org.uk

FIRE SAFETY	
Disabled entrance	The outside door in the South porch is left bolted. The door should be unbolted during your event, although you may close the internal door, especially in the winter. Please ensure the outside door is bolted before you leave.
Fire Extinguishers	There are two fire extinguishers in the kitchen. Before your event starts place one at the top of disabled ramp near the kitchen and one next to the pulpit and stage. Before you leave lock both fire extinguishers in the kitchen.
Fire Blanket	Located in the kitchen on the wall over the sink – Make sure you know where this is so that it can be found in case of a fire in the kitchen.
Chairs	When audience seating is set out in rows it should be hooked together when possible.
Candles	All lit candles or tea lights must be placed in suitable containers (glass jars etc.). LED candles may be used without containers.
Fire safety/housekeeping	<p>Please read this out before the start of each event...</p> <p>" Good evening.</p> <p>As most of you know the w.c.s for the Arts Centre are at the back of the building at each side of the kitchen. The men's and disabled toilet is at the top of the ramp to the left.</p> <p>There are 2 fire exits to the building. They are at the rear of the church, one at the North Door and one at the South Door near the kitchen.</p> <p>There are fire extinguishers by the South door and by the stage. There is a fire blanket in the kitchen.</p> <p>We are not testing the fire alarm tonight so in the unlikely event that the alarm sounds it is the real thing.</p> <p>Please make your way calmly to one of the exits. Make sure that anyone who has mobility problems is assisted to leave the building. We will gather in the public car park across Strand Street from the Church so that we can tell you what is happening. "</p>
LIGHTS AND OTHER ELECTRICAL EQUIPMENT - LOCATION OF SWITCHES ETC	
Outside light	Located on the same wall as the front door – right hand switch and is part of the inner porch lighting system..
Porch light	Should be set on motion sensor setting. If it does not light up as you enter the porch then please turn on the switch – located on the same wall as the front door – left hand switch.

Fuse Box	Located on the left hand wall as you enter the front door. It is up high so please use the step ladder which is located in the cupboard on the right as you enter the Gents/Disabled toilet. Please DO NOT stand on a chair.
Emergency Back-up lights	There are emergency back-up lights just below the roof. The actual lights will illuminate the hall in case of mains failure. They will last about 30 to 60 minutes. The charging lights are on permanently, so do not worry if you see them still on as you lock up – you haven't forgotten to switch them off.
Emergency Exit lights	Located on the left hand wall as you enter the front door (one above each exit) – these must be switched on whenever people are in the building.
Main lights	Located on the wall facing you as you enter the front door, to the left of internal porch door. These are halogen lights which take time to cool down if they have been turned on and then switched off. If they do not turn on instantly, please leave 10 minutes and try again. Please DO NOT keep flicking the switches as you will blow the fuses. The light switches are individual so that you can turn on as many as are required. From left to right – the left hand one is nearest the stage, the middle one is in the middle of the church and the right hand one is in front of kitchen area.
North Aisle	Located on the wall facing you as you enter the front door, to the left of internal porch door. Again these are halogen lights so please take note of above instructions. This area is to your left as you enter the internal porch door which includes the green room.
Stage	Located on the wall facing you as you enter the front door, to the left of internal porch door. Again these are halogen lights so please take note of above instructions. This area is above the raised stage area.
Coloured roof lights	To switch these on you must turn on the switches in the following order – right hand side of stage first, followed by left hand side of stage. Unlock sound box to left of stage, the monitor for the lights is on a shelf – press the Blackout button on the small monitor, which should be flashing – press Colour Select button – press Colour button e.g. red, blue, purple etc. If it doesn't work, switch off at the mains to reboot system and follow steps again.
Pillar lights (either side of stage)	They have been set to White and are difficult to change so we request you either leave them as White or do not turn them on. The switches are either side of the Stage and are marked as Side Lights.
Coloured stage lights	There are 2 sets of lights (Bar 1 and Bar 2). The middle lights are always white so that performers can see, but the outside lights can be changed to match the roof lights so that an arc of colour surrounds the performers e.g. red, blue, purple etc. The large monitor is in the sound box and the colours are pre-programmed - press Scene 1, Scene 2 etc. until you get desired colour.
Lighting instructions	There is a basic instruction manual in the sound box for reference. However we suggest that if you require a professional lighting system you employ a lighting engineer. If you use your own sound or lighting equipment you must tape and identify trailing cables. They must not cause a trip hazard. You must make sure that your equipment is connected to the correct size of socket.
Ladies toilets	The switches are located on the left hand wall as you enter the door. The lights above the toilets are set on a motion sensor setting. The switches for the hand dryers need to be turned on/off and are located to the right of each dryer.
Kitchen	Located on the wall as you enter the kitchen, to the right of the door.

Gents/Disabled toilet	Both the lighting and the hand dryer are set on motion sensor setting.
Tower	On far wall as you enter tower to left of outside door.
KITCHEN	
Equipment	The fridge should be turned off when not in use and the door left ajar with the plastic door stop left hanging so the door cannot be closed. The urn should be emptied of water and left unplugged when not in use. The oven, warming oven and immersion heater switches are located on the left hand wall as you enter the kitchen (the immersion is towards back wall of kitchen). All switches should be turned off when not in use. Please remember to turn off the immersion heater as soon as you no longer require hot water as it is expensive to run.
Cooker Top	To avoid a potential fire hazard, please ensure no items are stored on top of the cooker (even for a short period of time) .
Catering	There is very little cutlery, crockery etc. in the kitchen, so you will need to provide your own or hire as required. There are a few mugs, cups, saucers, plates etc. and if used they must be washed, dried and put back in the kitchen cupboard as found. Please bring your own washing and drying cloths. All electrical catering equipment (cookers, fridges etc.) brought into St. Mary's Arts Centre must meet the required 'PAT' safety standards. Hog Roasts are allowed (in the Church yard) on the understanding that the person cooking the Hog Roast brings the food into the main hall and people DO NOT loiter in the Church yard. St. Mary's is very close to the houses in Church Street St. Mary's and the neighbours must not be disturbed.

OTHER EQUIPMENT AND IMPORTANT NOTES	
Tower	The Tower is out of bounds to ALL users. The blanking board must not be removed.
Chairs	We have nearly 300 folding chairs which are stored on trolleys. Please ensure that after use they are put back on the trolleys with the blue seat pad facing outward; no more than 7 per rung. If any chairs left over than add to full trolleys with no more than 8 per rung. If any chairs are damaged please DO NOT put back on the trolleys; instead leave on the stage folded and inform the Events Manager immediately. Please ensure the covers are put back on the trolleys correctly.
Tables	We have 22 folding plastic buffet tables which sadly are becoming damaged by people forcing them open or closed. If used, please ensure the tables are wiped down before putting away. Please ensure that after use they are put back on the trolleys; no more than 11 per trolley. If any tables are damaged please DO NOT put on the trolleys; instead leave on the stage folded and inform the Events Manager immediately. Please ensure the covers are put back on the trolleys correctly.

Font, tombs and wooden furniture	The font should not be used for flower arrangements unless you have placed a rigid liner within it to protect the stonework. It should never be used as a drinks cooler. If you are using the tombs or the wooden furniture for serving food or drink please use waterproof coverings to protect them.
Smoking	The bin for cigarette butts is located in the porch as you enter – please place this outside the front door so that any smokers put their butts into the bin and not on the pavement outside. As part of clearing up after your event, please ensure the bin is emptied and the pavement outside is swept clean of any butts. DO NOT sweep any butts or rubbish into the road as it makes St. Mary's look very untidy.
Alcohol	St. Mary's is fully licensed for the sale of alcohol only until 11pm . All alcohol sales must stop at 11pm . Please ensure that no-one from your event takes any alcohol outside. There is a laminated notice in the sound box to this effect. Please display the notice on the inside door during your event. At the end of the event please lock the notice in the sound box.
Music	ST Mary's is licensed for playing music only until 11pm . The acoustics in St. Mary's are very good and sound can become distorted if played too loud ; so 'less is more' if you want quality sound. St. Mary's is very close to the houses in Church Street St. Mary's and Strand Street. There is no double glazing to stop noise escape. All music (live, disco or CD) etc. is to be played at a reasonable level and not excessively loudly. The Arts Centre is fitted with a noise limiter, which is set at about 80db(a). Most events will be subject to the limiter, unless the type of sound to be created is unlikely to cause a nuisance to our neighbours. The Trustees will decide on this and their word is final. If the Front of House Manager considers the music to be too loud he/shewill ask you to reduce the volume and you MUST comply. Whilst music is playing the doors should always be kept closed.
Sound	There is a microphone and a CD player for your use in the sound box to the left of the stage. If you use your own sound or lighting equipment you must tape and identify trailing cables. They must not cause a trip hazard. You must make sure that your equipment is connected to the correct size of socket.
Electric organ	Located on the stage. If used please ensure that it is unplugged, pushed to the back of the stage, the stool pushed under the keyboard and the cover put back over.
Projector screen	Located in a long box to the right of the cross inside the railed area on stage.
Decorations	St. Mary's is a blank canvas for you to decorate as you wish. However, care must be taken when attaching banners, bunting etc. They may be tied but no drilling or stapling etc. is allowed. Please use white tack when putting up photographs/posters on the walls.
Step Ladder	If you need a step ladder to help put up decorations, a 2-step one is in the bottom cupboard (on the right) before you enter the Gents/Disabled toilet. It opens with the Gents/Disabled Toilet key. Please ensure it is put back after use and the cupboard locked. If you require a ladder to help decorate, then you need to bring one with you.
Heating	This should be set by the Front of House Manager when required in the colder months. However if it has not been set and you require it, it can be set manually for up to 9 hours. The timer is located in the cupboard on the right as you enter the

	<p>Gents/Disabled toilet (it opens with the Gents/Disabled Toilet key). On the timer there is a +1 button which you press for the number of hours you require the heating to be on e.g. for 5 hours press 5 times until 5 appears in screen of timer. Instructions are in the cupboard. For extra heating there are 2 portable infrared heaters in the kitchen. If used they must be locked back in the kitchen after use. There is also a door heater above the internal porch door. A curtain of heat helps to stop cold air coming in when people come in the entrance door. The switch is located on the left hand wall as you enter the front porch. Please remember to turn off once everyone has arrived as it is expensive to run. Additional heating can be obtained from fans under the stage (only when central heating is turned on). To turn the fans on there is a dial on the right hand side of the stage (Off, 1-4). Be warned that this can be noisy so if you have music playing you would probably only turn it to 1, but it could be turned up before the event starts and during any intervals. Please remember to turn off before leaving or not required.</p> <p>St Mary's is difficult to heat. <i>When the heating is on please move the chair and table trolleys away from the radiators.</i></p>
Portable heaters	Portable heaters must only be plugged into the heavy duty extension board on the stage. If plugged into the fixed 13A sockets they may blow the fuses.
Cleaning equipment	Brushes, brooms and a mop are located in the cupboard in the south porch or next to cupboard or by the Gents/Disabled toilet. There is a Hoover in a kitchen cupboard - to left of sink. Cleaning products located under the kitchen sink. Spare toilet rolls are located in the Ladies toilet in the cupboard under the hand dryers. Rubbish bags can be found under the kitchen sink, but please bring your own in case there are not enough.
Rubbish	Please remember to empty the cigarette butt bin before leaving and put back in the porch. All rubbish MUST be taken away with you as there is no collection at St. Mary's. Please DO NOT leave any bags of rubbish outside. Please ensure all bottles, cans etc. are recycled. The nearest waste site is on the Richborough Road. A charge will be made if you leave rubbish behind.
St. Mary's Banner	We have a large banner located in the green room area to the left of the small altar. If you wish to put this outside, there is a large base to the left of the entrance door that the pole goes into. Please remember to bring it in before leaving.
End time for your event	All music and bar sales MUST finish by 11pm . However, you have until 11:45 to clear up and vacate the premises.
Collection/Drop off of keys	Unless otherwise stated in an email, all keys should be collected/dropped off at 31 Delf Street, Sandwich CT13 9HD. In an emergency Contact Siobhan Matthews on 01304 621726 or 07909 972 700 - The Event Manager