

Hire Fees

Standard rate - £15 per hour per room

Kitchen use £25 per hour

(If available) Storage £20 per month

If you have a special request please speak with the Parish Administrator since consideration can always be given to bespoke arrangements.

Payment Details

Payment may be made in cash, by cheque or BACS.

Account Name: St Wilfrid's Parish A/c

Sort code: 162833 A/c no.: 12585636

Thank you for your co-operation and support of St Wilfrid's Parish Centre.

Fr. C. Pedley SJ

Parish Priest



St Wilfrid's Preston



Parish Centre Information

Revised January 2024

Welcome to St Wilfrid's Parish Centre

1 Chapel Street, Preston, PR1 8BU.

The entrance is opposite the main door to the church in the courtyard.

Public Opening Times

Mon & Fri 11.15am to 1.15pm

Sunday 11.05am to 12noon

Access

There are three steps with a handrail and a ramp to the entrance door.

Parking

We cannot provide parking but in the immediate vicinity on street-metered and multi-storey car parking is available.

Toilets

The doors to the toilets are in the entrance foyer, one of which is accessible for wheelchair users.

The Gift & Card Shop

There is a small shop within the Parish Centre where you may purchase a selection of religious items and cards. It is open as per the public opening times listed above. It is staffed by volunteers and can only open when they are available.

Complaints

If a user or hirer of the Parish Centre is dissatisfied with any aspect, please raise the issue with the **Parish Administrator** in the first instance on **01772 554396 (internal extn 250)** or **stwilfridspa@gmail.com**.

The Parish Administrator will liaise with the Parish Priest in establishing a resolution.

If the Parish Priest deems that a user or hirer of the Parish Centre is not adhering to the conditions of use/hire, he reserves the right to decline future access.

If the Parish Priest deems that the Parish Centre is left in an unacceptable condition you may be billed for the cost of the extra cleaning required.

Parish Administrator

Working Hours: Monday to Friday 8am to 3pm

Address: Room D, The Presbytery, 1 Winckley Square,
Preston, PR1 3JJ

Tel. 01772 554396 Internal extn 250

Email: stwilfridspa@gmail.com

Safeguarding

Groups are responsible for ensuring the safeguarding of children and adults at risk during their use of the Parish Centre.

Diocesan Safeguarding Co-ordinator

Sharon Tipping

Safeguarding Coordinator Lancaster Diocese,

My usual working days are Monday - Thursday morning

Pastoral Centre, Balmoral Road, Lancaster. LA1 3BT Tel:- 01524 596069

Mobile: 07935931947

Parish Safeguarding Representative

Barbara MacLaren

Tel. 07986 940883 Email: barbara@hornworks.co.uk

Arrangements for DBS forms— *via Diocese*

Facilities

There is a fully equipped kitchen, entered from either the foyer or the small meeting room, with a serving hatch to the main room. Also there is a servery/tea bar, which can open onto both the main and smaller room, and has a water boiler, fridge, sink and crockery.

Room Hire

On the ground floor are two rooms which can be hired for private events and meetings. The large room has a capacity of 60 people and the smaller room 20 people.

Costs are listed on p.12. If you wish to discuss room hire and costs please contact the **Parish Administrator** on **01772 554396** or by email at stwilfridspa@gmail.com.

It is a condition of the hire that the room, furniture and equipment be left clean and tidy for the next user. Rubbish is to be bagged appropriately and removed. Tea, coffee and sugar are provided in the tea bar area. You are asked to supply your own milk and biscuits, as required. The tea bar and kitchen are fully equipped.

It is requested that you do not bring non re-usable plastics onto site (in keeping with our Live Simply pledge).

In the kitchen are two electric ovens and eight hot plates. To avoid overloading the system and tripping the fuse please only use a maximum of six out of the eight hot plates at any one time.

There is a microwave and fridge.

Fire Procedures

Your **exit points** are via the door

- into the courtyard
- onto Chapel Street.

Please familiarise yourself with the escape routes.

The **fire alarm points** are by the front door into the courtyard and by the door to Chapel Street.

Evacuate the building and **assemble** on the opposite pavement on **Chapel Street**.

Call **999** and ask for **FIRE SERVICE** to **St. Wilfrid's Parish Centre, 1 Chapel Street, off Fishergate, Preston, PR1 8BU**.

Do **NOT** re-enter the building for any reason.

Room Hire/Group/Event Leaders are responsible for taking the roll call for their group.

Only use a fire extinguisher/blanket if you are trained and can do so safely. First read the notice above the extinguisher to ensure you are using the appropriate type of extinguisher.

Close fire doors behind you as you leave.

Inform the Parish Priest, 1 Winckley Square, Preston, PR1 3JJ and tel. 01772 555244.

Check List at the End of a Hire Period

- ✓ Cutlery & crockery washed, dried and put away.
- ✓ All appliances and surfaces wiped down.
- ✓ Carpet hoovered & floors swept & mopped.
- ✓ Milk jugs, tea & coffee pots emptied and rinsed out.
- ✓ Used tea towels put in the labelled bin for laundering.
- ✓ Rubbish disposed of cleanly in the appropriately marked bins (please do not leave rubbish over-flowing from the bins). Wipe bin lids to clean any spillages.
- ✓ Appliances, including the water heater and ovens, are switched off.
- ✓ Furniture restored to standard layout.
- ✓ Toilets left in an acceptable condition.
- ✓ Fire Door to Chapel St. entrance closed & secured.
- ✓ Lights turned off.
- ✓ Please do a final check that everyone has left the building, including the toilets, before you lock all doors.
- ✓ Report any damage.
- ✓ Return the keys to the Presbytery door key safe or letterbox.

You are asked to leave the Parish Centre in a clean and tidy condition ready for the next user.

Storage of Items by Regular Users

If you are regular weekly user of the Parish Centre and wish to store your group's items on the premises, please first seek the permission of the Parish Priest. If agreement is given, all items belonging to your group should be stored in a rigid, lidded storage box which is

clearly labelled with your group name and contact details.

The box must fit tidily on a shelf in a designated cupboard or in the allocated space. No items are to be left outside your storage box. Any stray items will be removed.

A storage fee may be charged.

Regular Users

If you are a regular weekly/monthly user and the Parish Centre is required for a specific parish event, you will be asked to postpone your meeting for that particular week.

Damage

Please report damage to structure, furniture, equipment and resources to stwilfridspa@gmail.com. You may be billed to cover repair costs.

Maintenance

If you notice any maintenance issues please report these to the [Parish Administrator](#) on [01772 554396](tel:01772554396) during normal weekday working hours.

Health & Safety

The **Accident Book** is located on the wall to the right of the tea bar. It is held in a transparent plastic wallet on a hook.

All accidents, incidents and near misses are to be entered in the Accident Book by/in consultation with the person involved (or if he/she is incapacitated, by a witness) at the time of, or as soon as is reasonably possible after, the incident. The entry is to be brought to the attention of the [Parish Administrator](#) on [01772 554396](tel:01772554396) or [internal extn 250](#).

Out of office hours and/or if the incident is of a serious nature, it should be reported verbally immediately for the attention of the [Parish Priest at the Presbytery](#).

Keys

Keys are collected by arrangement with the Parish Administrator or the Parish Priest in advance.

Return the keys by securing them in the allocated key safe when the vestibule is open.

When the vestibule is locked post the keys in the post box of the Presbytery front door.

Telephone

This is located on the work surface of the corridor leading into the tea bar.

Central Heating

The boiler for heating and hot water is located on the wall in the kitchen. To the left are two time clocks. The left one is for the heating in the main room and tea bar. The clock on the right controls the heating for the small room and kitchen. If required, turn on the heating when you arrive and remember to turn off the heating before you leave.

If there is a problem call the **Parish Administrator** on **01772 554396** or **internal extn 250**. However, if it is outside normal weekday working hours please contact the Parish Priest **01772 55524**.

Furniture

The furniture should always be found, and left, so that the three long tables with chairs, are equally spaced on the carpeted area in front of the tea bar in the main room.

Spare chairs are stacked in the left hand corner of the main room. Long folding tables are stacked between the two windows of the main room.

Furniture can be moved and laid out for the needs of an event as required but always returned to its original position/storage place. Please do not carry furniture up and down stairs between floors nor remove furniture.

Meters, Fuse Board & Stop Tap

The electricity meter and a fuse board are located in the Card & Gift Shop storeroom.

There is a fuse board in the tea bar corridor underneath the wall cupboards.

There is a fuse board in the kitchen above the emergency exit door to the left of the central heating boiler.

The gas meter is located in the external store at the bottom of the ramp.

The water meter and stop tap are located in the external store at the bottom of the ramp.

Cleaning

The Parish Centre is professionally cleaned by Helping Hands Group Ltd on Fridays weekly, between 7 - 8am. The contract includes regular washing down of the external steps and ramp.

You will find cleaning equipment, for use at the end of your hire period, in the cleaning store located next to the kitchen, cleaning supplies are in the cleaning cupboard in the foyer and in the cupboard under the sink in the tea bar. At the end of your hire period it is a condition of your booking that you clean up after your group. Please do not assume the next user will do this for you!