



# St Petroc's Parish Centre Bodmin Venue hire guidelines

## UPSTAIRS ROOM

- Stairlift
- Seats up to 60 people
- Maximum 80 people
- Own kitchen
- Costs £12 per hr

## DOWNSTAIRS ROOM

- Seats up to 30 people
- Maximum 50 people
- Kitchenette
- Costs £10 per hr

## FACILITIES AVAILABLE

- Wifi
- PC Projector
- Screen
- Items in the kitchen
- Refrigerator
- Toilets

## CONTACT

[Venuehire@bodminway.org](mailto:Venuehire@bodminway.org)

01208 77674

### Where are we?

Directly opposite the Parish Church of St Petroc's in the Church Square, Priory Road, PL31 2DP . Next to the Enterprise Car Hire, shown as the church hall in this image.



### What rooms can I hire?

There are two rooms available as shown on the left.

### Where can we park?

The Priory Road car park in Bodmin is the closest and is just a short walk away. Drop off is allowed just outside the Centre and limited parking is available there but used at your own risk.

### Are there facilities for the disabled?

There is a stair lift to the first floor but wheelchair access is not possible.

### Are beverages, food and alcohol available?

You can bring your own and utilise the kitchens where tea making facilities, cups and saucers and glasses are provided. We ask that any alcohol is served responsibly and only to adults. Alcohol must not be sold on the premises.

### Safety

To comply with fire regulations all fire exits must be left clear. For the safeguarding of children or vulnerable adults we ask that they are supervised by adults at all times and not left alone in any part of the building or outside.

It is the responsibility of the owner to ensure that any equipment brought in for use in the rooms has a current test certificate.

### Access and help on the day

You will be provided with an access code to the building to enable you to get into the room you have hired. If you need help on the day and a member of our team is not available then please phone the number shown on the left.

### At the end of your visit

Please check all windows and doors are securely fastened and locked. All lights, water heaters and electrical appliances need to be switched off and unplugged before leaving..

We ask that you clean the work surfaces and leave all the floors in a tidy state as you would wish to find them. Any items brought in, any rubbish or food stored in the refrigerator must be removed or binned after each function.

Chairs are to be returned as found and stacked no more than five high.

### Are there any other rules

We reserve the right to refuse any application for letting and reserve right of entry at all times. Please keep the walls clean. No sellotape, pins or blutak are to be used on them.

The premises and surrounds, including the car park, are in the care and custody of the user who will be responsible for all claims for theft, breakage and damage during the period of use.

### Insurance

Hirers are responsible for their own Public Liability Insurance, either under their household insurance or as a "One off" event insurance. The church insurance does not cover casual hirers or non-church organisations.