



Practical information for hirers

Access and Parking

We have off-street parking for 9 vehicles, including an area designated for disabled parking. There is also free on-street parking after 5pm and for 2 hrs during the day (Mon - Fri) free any time (Sat & Sun).

There is a ramp for wheelchair access and the building has a toilet that is accessible for wheelchairs.

Equipment

Hirers are welcome to make use of the equipment that FPCA has available at no additional charge. This includes free Wifi - BT OPEN ZONE (see main noticeboard details).

Hirers are welcome to bring their own equipment, including play equipment, provided that it complies with FPCA's health and safety policy (see website).

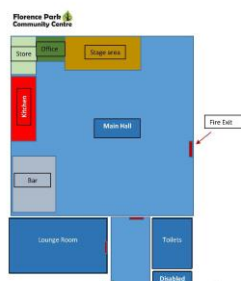
LOCATION	ITEM
Hall:	Tables, chairs (aprox 52), stools, banquette seating, trestle tables, coloured lights, glitter-ball, Projector and sound system, Piano (do not move the piano)
Lounge room:	Tables, chairs, TV
Kitchen:	Tea urn, cups, mugs, plates, cutlery, oven (£5 charge), sink ,microwave, fridge
Disabled toilet:	Baby changing unit, hoover, broom, mop
Storeroom :	Additional trestle tables

Cleaning and tidying up

Please return the furniture to its original position and leave the centre clean for the next group. Hirers are welcome to use FPCA's cleaning equipment: Hoover ,mop ,dustpan and brush (in disabled toilet). Please bring bin bags, tea towels, washing liquid and remove your rubbish at the end of the event to the large bins located just inside entrance gates.

Emergencies

Hirers will find a contact number on the notice board in case of difficulties. 07864028591 There is a basic First Aid kit in the kitchen behind the tea urn. The fire evacuation procedure is on the main noticeboard, fire exits are clearly marked (through the front door or the exit on the right hand side of the Hall). Assemble in the car park if it is safe to do so. Note the location of fire equipment and keep escape routes clear. Exit signs are illuminated.



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Community
Matters

SUPPORTING LOCAL COMMUNITIES