

Peachcroft Christian Centre

Lindsay Drive, Abingdon, OX14 2RT
Telephone (Bookings) (01235) 537606
bookings@peachcroftcc.org



Peachcroft Christian Centre –The facilities include:-

- **Main Hall** with seating capacity for 150
- **Fully Equipped Kitchen** with crockery for approx 100
- **Small Room (11' x14')** called the **Crèche**
- **Small Room (11'x 10')** called the **Quiet Room**

The whole centre may be hired with exclusive use of the kitchen or individual rooms with shared use of the kitchen.

Enquiries regarding hiring the centre should be addressed by phone on 01235 537606 or by email bookings@peachcroftcc.org to the bookings secretary who will be able to advise on availability and hire charges. Once availability is established the Booking Form should be completed and returned to confirm the booking. Arrangements must be made to collect a key from the booking secretary prior to the booking date. The key should be returned immediately after the period of hire. You will receive an invoice from the booking secretary for the hire charge. Cheques should be made payable to Peachcroft Christian Centre.

Conditions of Use

1. The centre should be left clean, tidy and ready for the next user. Tables and chairs should be put away.
2. If using the kitchen, you are expected to comply with our Food hygiene policy (Appendix A) as our kitchen can be inspected at any time by Environmental Health officers. Please fill in the pink kitchen diary by the cooker. Please take away rubbish and recyclable items and ensure that the kitchen is left clean and tidy.
3. Please ensure that during your period of hire that the main door is either locked or manned to prevent unauthorised persons from entering the building and that all external doors are locked on leaving the building.
4. The consumption of alcohol on the premises is not allowed during any period of hire.
5. No raffles or other activities which might be construed as forms of gambling are permitted.
6. Smoking is not permitted in the Centre.
7. The heating will be preset in accordance with your booking. Please do not use any additional heating appliances.
8. You are responsible for Security and Safety during your time in the Building. Please familiarise yourself with the positions of the fire exits and fire equipment. In the event of a fire, the first priority is to evacuate the building and call the Fire Brigade. Please take every precaution to prevent fire and do not obstruct the emergency exits
9. Please remember that the Christian Centre is in the middle of a residential area. Take care not to create any unnecessary noise or cause disturbance to our Neighbours especially when entering or leaving in the late evening.
10. No animals other than Registered Assistance dogs are permitted in the Centre.
11. Users of the centre will be required to make good any damages.
12. Those using the centre are asked to park in the shopping centre car park and not on the road
13. Organisations using the Centre should have their own safeguarding policy in regard to children and young people or vulnerable adults as appropriate.
14. The Christian Centre holds public liability insurance only. Hirers should ensure they have suitable insurance for their activity.
15. Hirers must be 18 years of age or over.

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Appendix A

A few notes on Basic Food Hygiene and Handling.

Personal Hygiene and Safety

1. If you do not feel well, or have been caring for a sick child, stay at home and look after yourself. Do not work in the kitchen for 48 hours after the last bout of sickness.
2. Wear sensible shoes.
3. Use little make-up, and no nail varnish.
4. No bracelets and rings with stones. Make sure earrings are secure.
5. Remove fluffy jumpers and scarves. tie back long hair.
6. Wash hands after going to the toilet, blowing your nose, touching money and keys, and **again** in the kitchen before touching food.
7. Wear a clean apron. Remove when leaving the kitchen, e.g. when going to the toilet.
8. Keep all cuts covered with a blue plaster, use vinyl gloves if necessary.

Food Handling and Safety

1. Use clean equipment, handle cups, glasses and cutlery properly.
2. Avoid cross-contamination between raw and cooked food.
3. Use separate tools, knives and coloured boards for each task.
4. Use the blue cloth in the washing up area and pink cloth for surfaces, tables and high chairs.
5. Wipe up all spills on the floor with kitchen paper.
6. Keep fridge doors shut to maintain the temperature.
7. Check the temperature of fridge and freezer and record daily.
Fridge: **0–8°C** and freezer: **-18°C**
8. Check temperature of hot high risk foods is above 75°C using a temperature probe. Clean probe after use.
9. Keep cold food at **1–8°C** and hot food above **63°C**.
10. Use separate serving tools for food containing nuts.

Clearing up Checklist

1. Use antibacterial spray, wipe all surfaces. Leave to dry.
2. Remember to take rubbish, recycling and food waste away.
3. Mop the floor
4. Complete the diary in the pink folder. Record any incidents or breakages