

Welcome Leaflet

St. Saviour's Parish Centre



Welcome to our Parish
Centre.

This leaflet contains information
to assist your use of the Centre.
It may be helpful to bring it with
you.

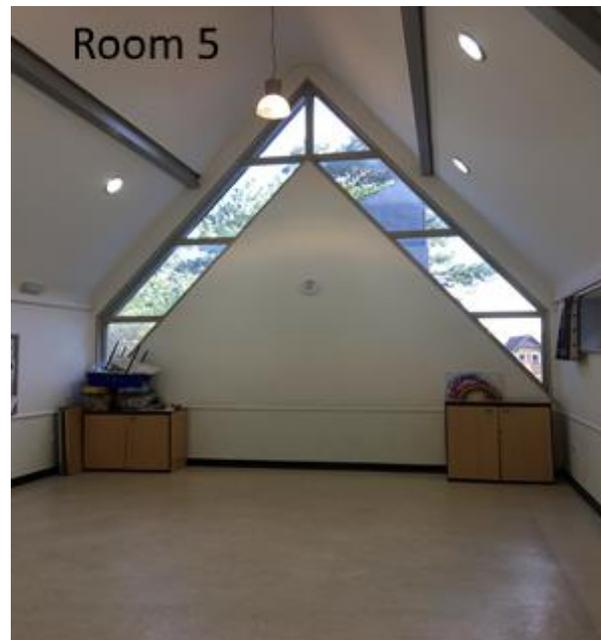


What you need to know.

The Centre is run by a small group of
volunteers. If you are a new user you
will be met and shown the facilities.

Booking your room.

Your room is opened and closed at
the times of your booking. We
recommend that you allow half an
hour at the beginning and end of your
event for preparation and clearing up.



Kitchen

You are welcome to use the kitchen to
make hot drinks. There is a water
heater, crockery and cutlery for your
use. However, you must bring your
own tea, coffee, sugar, milk etc. and
tea towels. There is an extra charge
for use of the cooker/dishwasher.



When leaving the Centre

We do not have a caretaker so we rely on our users to put away any furniture they have been using. Please only stack chairs in fours, as anything higher is hazardous. Please wash and put away any crockery or cutlery you have used.

Whilst we employ regular cleaners they may not be in between your meeting and the next one, so we ask that you use the equipment from the cleaning cupboard to clear up after your event. This will ensure the room is ready for the next user. We also ask that you bring black bags to take your rubbish away with you, as we only have domestic size bins on the premises

Please turn off all lights in rooms you have used. If you are a regular user with a key you may be last out of the building and will need to turn off all lights before locking up. If you do not have a key please do not leave the building unsecured, but wait until the Committee Member arrives who is locking up after your event.



Feedback

We welcome any comments you may wish to make following your visit.

Please call on our Parish Office on 0151 653 3366 or send them to our email address:

office@oxtonstsaviour.co.uk

You can find more information and booking details on this web page.

<http://www.oxtonstsaviour.co.uk/our-parish-centre>

Safety Notice

Please ensure the safety of your children during your visit especially around the lift and stairs.