

ROOM BOOKINGS AT CHRISTCHURCH HITCHIN

1	<p>All initial enquiries for room hire should be directed to: rooms@christchurchhitchin.org.uk</p>
2	<p>Our Bookings Officer Val Higgs will liaise with the hirer about which room they would like and when, availability, and cost. She will also arrange to show them round the premises at a suitable time.</p>
3	<p>Before confirming a booking, Val H will ask the hirer to complete a risk assessment using the risk assessment templates on our website. The hirer's risk assessment must comply with the Christchurch Risk Assessment, which can be found on: https://christchurchhitchin.org.uk/facilities-for-local-community/coronavirus-information</p>
4	<p>Prospective hirers should send their completed risk assessment to minister@christchurchhitchin.org.uk</p>
5	<p>Risk assessments are managed by the minister (Val Reid) and the senior steward (Julie Mills). They will reply directly to the hirer about their risk assessment within one week of it being received, and discuss the content.</p>
6	<p>Once the risk assessment has been passed, Julie or Val R will let Val H know, so that the booking can be finalised.</p>
7	<p>Val H will then inform:</p> <ul style="list-style-type: none">• the manager of our cleaning services (Heather MacMillan) about cleaning requirements• Greg Gould about heating requirements• The church administrator (Suzanne) so that the booking can be entered into the Church diary