

## ROOM BOOKINGS AT CHRISTCHURCH HITCHIN

1	<p>All initial enquiries for room hire should be directed to: <a href="mailto:rooms@christchurchhitchin.org.uk">rooms@christchurchhitchin.org.uk</a></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. Our Christchurch risk assessments can be found on <a href="http://www.christchurchhitchin.org.uk/risk-assessments">www.christchurchhitchin.org.uk/risk-assessments</a> and they may be used as guidelines, but it is the responsibility of the hirer to complete their own risk assessment and to let our administrator have a copy.</p>
4	<p>If the hirer wants to use the kitchen, they must sign to say that they will comply with the Christchurch kitchen risk assessment, and also complete their own risk assessment.</p>
5	<p>Prospective hirers should send their completed risk assessment to our administrator, Suzanne, on <a href="mailto:admin@christchurchhitchin.org.uk">admin@christchurchhitchin.org.uk</a></p>
6	<p>The premises will be thoroughly cleaned once each day: it is the responsibility of hirers to wipe down door handles or any other frequent touch points before they meet, according to their own risk assessment.</p>