

ST NICHOLAS PARISH CHURCH LANARK

APPLICATION FOR HALL LET

The halls are coded and charged as follows. Please indicate the status of your organisation

Non-commercial:	Large hall	1	£14 per hour
	Back Hall	2	£ 10 per hour
	Upper Hall	3	£6.00 per hour
	Kitchen	K	£ 9.00 per hour

Commercial:	Large hall	1	£20 per hour
	Back hall	2	£14.50 per hour
	Upper hall	3	£ 9.50 per hour
	Kitchen	K	£ 12.50 per hour

Additional Fees per let	Use of Piano	£10
	Lighting system	£15
	Use of Projector	£10
	Sound system	£15

Parties: £45.00 for 3 hours which can include use of kitchen.

Please indicate your requirements overleaf and sign and return the Conditions of use form with the application. Also, if applicable, sign and return the Health and Safety Form.

- state specific dates (or in the case of a weekly user, the dates that you will not be there)
- state the time required, which should include time for setting up and clearing up.

If you require further information you may contact me at the office by phone on 01555 666220 on Wednesdays and Fridays between 8.45am and 1.45pm or email the office at lanarkstnicholas@btconnect.com

Kimberley Richardson
Church Secretary

Name of Organisation (state whether commercial or non-commercial)

Contact Name and Address

Telephone No and email

Nature of use

Date appln recd	Approved/Refused	Applicant Notified
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Date	Start Time	End Time	Hall Code

Once completed please return this form to the Church Secretary, St Nicholas Church Office, Castlegate, Lanark.

SIGNED: _____ DATE: _____

**ST NICHOLAS PARISH CHURCH
LANARK
CHURCH HALLS CONDITIONS OF USE**

PLEASE READ AND SIGN

1. **DEPOSIT** For “one off” lets a deposit of 50% will be charged on booking and will be deducted from the hire cost. In the event of a cancellation the deposit will be forfeited.
2. **PAYMENT** The invoice will be sent to the person named on the booking form. For “one off” lets, full payment must be received at least one week before the hall let. If full payment is not received, the let will be cancelled and the deposit forfeited. Full charge will be made if the bookings are not cancelled.
3. **CLEANING** You are required to leave the halls in the tidy and clean manner that you found them. Hall floors should be left clean and tidy after events. Failure to comply with this condition will mean that the let incurs a surcharge.
4. **SAFETY** The front door must be kept locked during any event and the bell rung for access. This applies to all groups.
In the event of a fire it is the responsibility of the hirer to ensure their event participants/group members safely evacuate the building. Hirers should make themselves aware of all fire exits and have a plan to safely evacuate all present paying particular attention to young children and those with additional support needs.
All relevant fire routes and exits must be kept free.
In the event of an accident, please complete the Accident book which can be found in the vestibule on the notice board. The church Secretary, Hall keeper or Minister must also be notified.
5. **LOSS, INJURY OR DAMAGE** The hirer is responsible for any damage done to the hall or its contents or for theft or loss of any contents. The hirer will pay for the replacement or repair of these. The Church will not be responsible for damage to property brought into or stored in the hall by the hirer, or for injury to any persons attending lets.
6. **CONSUMPTION OF ALCOHOL** At no time will alcohol be sold in, or brought into the premises unless permission has been granted by the Church. You may also need consent from the appropriate authorities.
7. **CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS** The hirers confirm that they are aware of the relevant legislation relating to safeguarding of children, young people and protected adults. They further confirm they have made themselves familiar with the Church of Scotland Safeguarding materials relating to work with Children, young people and protected adults and that they have an understanding of them. The hirers further confirm that they have adopted a recruitment procedure for working with these groups, which, where appropriated, includes the carrying out of Enhanced Disclosures (Scottish Criminal Record checks) or requiring staff, whether employees or volunteers to be members of the PVG (Protection of Vulnerable Groups) scheme. It is agreed that if the hirers are found

to be in breach of these undertakings, the Church has the right to terminate this agreement with immediate effect.

8. **KITCHEN** All foodstuffs must be removed from the kitchen and fridge at the end of the let. Food hygiene forms must be completed if food is provided during the hall let. These forms will be found in a folder in the kitchen. All children must be accompanied by an adult. The kitchen must be left clean and tidy after use.
9. **HOUSE RULES** The building is a no smoking area, including the use of e-cigarettes.

All rubbish must be removed at the end of the let and disposed of by yourself.

The small tables and children's chairs in the main hall are not church property and are not permitted to be used.

If using a bouncy castle, please ensure that a protective mat is placed under the castle to prevent damage to the hall floor.

Please encourage the use of indoor shoes when using the hall for activities.

Do not put any powders or chemicals on the hall floor, including Slipperine.

Once completed please return this form to the church secretary. Please keep a copy for your records.

SIGNED: _____ **DATE:** _____