

St.Ninians Old Parish Church

Church of Scotland

CHARITY NO: SCO16320



Terms and Conditions of Let

The *Church Hall Booking Form* should be completed and submitted to the Halls Booking Convener.

The premises are accepted by the event organiser as being clean and in good condition and repair. The event organiser has the responsibility of leaving the premises in the same condition it was let to them. Please take all your rubbish away with you.

Indemnity

It is the event organiser, not the Church that will be responsible for any loss, damage or claim resulting from this let. The event organiser should check whether they have insurance. If not, it is recommended they arrange "one-off" cover.

Children's Party Guidelines

The event organiser and the adults in charge of the event should be aware of their responsibility to always ensure the protection of any children and young people in their charge. In particular organisations working with children or protected adults should ensure compliance with the Protecting Vulnerable Groups (PVG) scheme.

No children are allowed on stage due to curtains, lights and sound equipment.

At least two responsible adults should be present at the party at all times and should undertake the following:

- The adults in charge should be introduced to the children attending the party.
- A record should be kept of the names of the children attending the party and emergency contact numbers for their carers.
- The adults in charge should have awareness of first aid facilities, fire exits and assembling areas.
- It is important that the adults in charge are informed of any child with allergies or acute medical conditions.

Entertainers should at no time take responsibility for the care of children and young people.

Other adults who may require to enter the Church Hall during the party, but are not part of the party, should at no time take responsibility for the children and the young people.

Charging

Main Hall - £25.00 per hour

Middle Hall - £15.00 per hour

Front Hall - £12.50 per hour

Bookings

With Lorraine Reid (Halls Booking Convener)

email: hallsbookingmanager@stniniansold.org.uk

phone: 07300 332256

facebook message: m.me/stniniansold

TO BE RETAINED BY EVENT ORGANISER

St.Ninians Old Parish Church

Church of Scotland

CHARITY NO: SCO16320



Payments

Payment required **14 days prior to event**. Payment by Bank Transfer is preferred, please:

Name on Account: St.Ninians Old Parish Church General Account

Sort Code: 80-91-29

Account Number: 00755399

Payment by cheque or cash by arrangement, speak with the Halls Booking Convener.

Entry

The Halls Booking Convener will arrange the opening and closing of the hall to ensure the hall is accessible for the period of the hall let.

TO BE RETAINED BY EVENT ORGANISER