



Forth St Paul's Parish Church

CONDITIONS OF LET

1. Heating will be provided from 5pm to 9.30pm.
2. All users are asked to leave the halls by 10:30pm unless permission has been granted by the Kirk Session for an extended let.
3. The Fire and Evacuation procedures must be adhered to at all times.
4. All exits, fire alarms, firefighting appliances and emergency doors must not be tampered with and must be kept free from obstruction at all times. Fire doors must never be blocked by chairs or other obstructions, for your own safety and to comply with Fire Regulations.
5. Fire Regulations state that 120 is the maximum number of people that can be seated in the large hall and must be strictly adhered to at all times.
6. Smoking is not permitted in the Church buildings but only at the designated smoking area.
7. The sale/consumption of alcohol is prohibited in the Church halls and grounds.
8. Damage to property must be reported to the Halls Manager (Mrs Jane Savage) within 24 hours. If it is considered that the damage is the result of vandalism, the hirer may be held responsible for the payment or renewal.
9. **Insurance: the hirer/user is responsible for providing adequate insurance cover for themselves and/or anyone associated with them and also any equipment/property brought into the premises.**
10. **All electrical equipment provided by the hirer/user must have a current Portable Appliance Test (PAT) certificate.**
11. The hirer/user must comply with all health and safety operational requests by the Hall Manager or Kirk Session.
12. All chairs and tables must be stacked properly.
13. Before leaving the hall, the hirer must ensure that all refuse is removed and deposited properly in the wheelie bin. Urns, teapots and kettles are emptied and dried, all perishable foodstuffs are removed, equipment is stored away and toilets are clean and tidy.
14. The hirer must ensure that any photography taken during lets has received prior consent from those involved.

The hirer must read the Conditions of Let, Fire Safety Hire Agreement and the Policy Statement for the protection of children and young people in the Church and undertake to follow the Code of Practice.

If the hirer fails to comply with the above Conditions of Let and Fire Safety Hire Agreement the Kirk Session may withdraw its permission to use the Halls.

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SAFETY: The First Aid box is located in the kitchen. It is kept in the kitchen drawer marked with a cross.

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The above Conditions of Let are set down to ensure the safety of all who use the Halls and to ensure that they continue to be a useful resource for organisations.



Forth St Paul's Parish Church

Hall Lets

In order to book our facilities, please contact our Halls Manager:

Mrs Jane Savage
257 Climpy Road
Climpy
Forth
ML11 8EW
tel: 01555 811139

Once permission has been given, the user must ensure:

- A) All dates and times are recorded in the Hall Diary which is kept by Mrs Jane Savage.
- B) All bookings must receive a Condition of Let and Fire Safety Hire Agreement and accordingly must complete and return the Hall Let Application Form.
- C) Mrs Savage should also be informed if a regular meeting is cancelled or cancelled for holidays to avoid unnecessary heating and opening of the halls. If due notice is not received you may still be charged for the hall let.

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Scale of Charges

- Large Hall - £17 per hour
- Small Hall – £12 per hour
- Kitchen (free when booked with hall)
(Or at the discretion of the Kirk Session)

Cheques should be made payable to: **Forth St Paul's Parish Church**

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Policy Statement

The Church of Scotland has a deep concern for the wholeness and well-being of each individual. It seeks to safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children and young people.

Conditions of Let..... overleaf