

Craiglockhart Church - Hall Booking Request Form

Please **e mail** all completed forms and supporting documentation to
office@craiglockhartchurch.org

Please read the information and guidelines regarding the use of our halls on the [Hall Boking page](#) of the Church website www.craiglockhartchurch.co.uk as you will be required to confirm that you will adhere to the hall use terms before the booking can be approved. The Church approvals process usually takes a couple of days. You will be notified of the decision by the Church Administrator via your e mail address.

Part 1 to be completed by all organisations/ individuals requesting use of hall/s.

Booker's full name, e mail and mobile number	Name E mail Mobile no
Contact details for <u>RESPONSIBLE PERSON</u> who will be present at the hall use times.	Name E mail Mobile no
Emergency Contact details	Name Mobile no
Name of organisation	
Purpose for which hall use is being requested.	
Day and times required inc start and finish times (please allow time for set-up and clear-up)	
If block booking, please list each separate date / time required.	
Halls requested.	
Number of attendees	

I have read the Conditions of Use and guidelines regarding the use of our halls on the Hall Booking Request page of the Church website www.craiglockhartchurch.co.uk and understand their implications for my organisation and agree to adhere to these

Name..... Organisation.....

Date.....

Signature

Part 2 User Contract – only to be completed by non-Church organisations.

- PARTIES** The Kirk Session of Craiglockhart Parish Church ('The Session') and
X..... ('The User')
- PREMISES** The user will during the period of use be allowed the use of
X..... and shared use of kitchen and toilet facilities
- USE PERIOD** The **period of use is as stated on Part 1 of this form.** This contract may be terminated at any time by either party giving 8 weeks' notice in writing to the other party or where the user breaches any of the terms and conditions specified in this contract, the Session may terminate it with immediate effect or with such notice as is reasonable.
- CHARGES** The user will be required to pay for the use of the premises in line with the charges shown on the Hall Booking page of the Church website.
- DONATIONS** In certain circumstances, there will be no charge for hall use but the user will be expected to give a donation to the Church for the use of the facilities. **If this applies, this will be notified at the time of approving the hall use request.**

All payments/donations should be paid electronically direct to the bank account.

Name – Craiglockhart Parish Church Account Number 2
Sort Code – 80 02 85
Number - 10112864
Insert reference as - Name of your organisation / your name.

Please send an e mail to office@craiglockhartchurch.org to confirm date and amount of payment made.

By exception only cheque payments can be made payable to Craiglockhart Parish Church and posted to Kay Ferguson21 Kingsknowe Gardens EH142JH

I have read and agree to comply with the Users guidelines and understand their implications for my organisation and agree to the terms of this contract as set out in Part 2 of the booking request form.

On behalf of the Kirk Session of Craiglockhart Parish Church

..... (Church Administrator)
Date

On behalf of

..... (The User)
.....
Date