



Upper Braes Parish Church Brightons Ministry Centre

EXTERNAL LET HALL FORM

Applicant or Group Name:

Address:

Contact Number:

Purpose of Use:

Date Required:

Time: from _____ **to** _____
(include time for any setting up and clearing up)

Hall/Room(s) requested: **All - Rankine - Heriot - Small Hall - Kitchen** (circle)

For information: Hall Capacity

Hall	Theatre Style	Seated at Tables
Heriot	120	80-90
Rankine	80	50-60
Small Hall	30	15-20
Vestry	n/a	Seated 8-10

Responsible Person (if different from above):

The following conditions apply:

- 1) The cost for using the church halls is £25 per hour payable on the day.
- 2) Bookings for parties must have a live church connection.
- 3) Bookings by other organisations and groups will be considered on a case-by-case basis by the Kirk Session.
- 4) Long-term lets by other organisations and groups for regular meetings/events will be given 3 months' notice for ending the let arrangement, should the hall be needed by the congregation.
- 5) The premises are used for the sole purpose as indicated above.
- 6) The premises must be left secure at all times.
- 7) There is no gambling allowed including raffles.
- 8) The use of, or the bringing of, alcohol into the premises is forbidden.
- 9) The user is responsible for leaving the premises in a clean and tidy condition, including sweeping floors. This includes the disposal of all rubbish.
- 10) Any damage incurred on the premises or its surroundings has to be reported immediately and the user may be charged to make good the damage.
- 11) The user should be aware of the Protection of Vulnerable Groups legislation.
- 12) The user must adhere to all policies and procedures of the church, see our website.