



# Upper Braes Parish Church

## Slamannan Ministry Centre

### EXTERNAL LET HALL FORM

**Applicant or Group Name:**

**Address:**

**Contact No.**

**Purpose of Use:**

**Date Required:**

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

**Room(s) requested: Sanctuary – Session Room - Kitchen** (circle)

#### For information: Room Capacity

| Hall         | Theatre Style | Seated at Tables |
|--------------|---------------|------------------|
| Sanctuary    | 110           | 40-50            |
| Session Room | N/A           | 6-10             |

**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.