Upper Braes Parish Church

Brightons 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)

Hall(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 £20 per hour payable on the day.

2) The user/group must have a live church/Christian connection.

3) The premises are used for the sole purpose as indicated above.

4) The premises must be left secure at all times.

5) The use of the premises for commercial gain is not allowed.

6) There is no gambling allowed including raffles.

7) The use of or the bringing of alcohol into the premises is forbidden.

8) The user is responsible for leaving the premises in a clean and tidy condition. This includes the disposal of all rubbish.

9) 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.

10) The user should be aware of the Protection of Vulnerable Groups legislation.

11) the user must adhere to all policies and procedures of the church.