



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 £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.