

# Hall Booking Form – Slamannan Ministry Centre Church Organisations

**Organisation:** \_\_\_\_\_

No. in group: \_\_\_\_\_ approx.

Start date \_\_\_\_\_

Repeat every \_\_\_\_\_ weeks

Last meeting on: \_\_\_\_\_

Rooms Required:	Time from:	Time to:
Sanctuary		
Session Room		
Kitchen		

*Please include time for any setting up and clearing up.*

If the sanctuary is your chosen venue then prior permission must be sought from the Minister.

### Any dates rooms NOT required?

Date:
Date:
Date:
Date:
Date:

### Any extra dates rooms required?

Date:	Time:
Date:	Time:
Date:	Time:
Date:	Time:
Date:	Time:

### For information: Room Capacity

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

**Note: Hall Let rules must be observed at all times**

**Health and Hygiene rules must be observed at all times**

**PVG Governance must be observed at all times**

Scottish Charity SC001385