



St Andrew's Parish Church Premises Booking Form

Effective Date 1 June 2020

FULL TERMS AND CONDITIONS ARE AVAILABLE AT <http://standrewsinverurie.co.uk/venuehire.html>

Please return this completed form and cheques by person or mail to:-

**St Andrew's Parish Church,
High Street**

**Inverurie,
Aberdeenshire,
AB51 3QJ**

Phone:- 01467 628740

Email:- inveruriestandrews@outlook.com

Clause 1.1 User (please print in capitals):

Name	
Address	
Post Code	
Daytime Contact Telephone	
Email	

I enclose a cheque payable to "St Andrew's Parish Church" for the Charge of £ _____

By signing this Booking Form the User agrees to the terms and conditions and Housekeeping rules (see below) without alteration.

Signature of User	Date
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Clause 1.1 Permitted Use

Nature of function: _____

Clause 1.1 Premises

The Premises means the Church/Old Hall/New Hall/Chapel/ Chapel of Appollinaris ** together with use of car park, toilet facilities and Kitchen **.

**** delete where appropriate**

Clause 1.1 Time of Use

Date required: _____ Time From: _____ Time To: _____

Booking times must be inclusive of preparation and clearing up.

Availability is generally as follows:-

Mondays – Fridays 9:30 am to 10:00 pm

Saturdays 9:00 am to 09:00 pm



ST. ANDREW'S PARISH CHURCH, INVERURIE

Sundays 1.30 pm to 9:00 pm

User must ensure that the hall is vacated by 10:00pm weekdays and 9pm on Sundays. (Unless agreed otherwise by the Congregation)

Invoice Address (if different from User)

Name	
Address	
Post Code	
Daytime Contact Telephone	
Email	

Clause 1.1 Charge

- Charitable / Non-Profit Organisations £16.00 per hour
- Commercial Organisation £21.00 per hour
- Use of dinner plates, side plates, fruit bowls, knife/fork/spoon sets (which must be washed in the kitchen dishwasher) £10
- Cost of providing Teas/Coffees (price available on request)
- Cups and saucers are provided free of charge.

NOTE: The Hall does not supply glasses

Clause 1.1 Deposit

The User will pay a Deposit of __% (in words percent) 14 (fourteen) days prior to commencement of the Time of Use. **

No Deposit is required for this booking. **

** delete whichever is not applicable

Clause 7 Termination Of Bookings

Termination of a booking will result in the Congregation retaining the amounts set out below.

- Within 7 days of the event 90% of hire charge is forfeited
- 8 to 14 days of the event 50% of hire charge is forfeited
- More than 14 days of the event 10% of hire charge is forfeited

Clause 8 Notices

To the Congregation:-

The Treasurer

St Andrew's Parish Church,
High Street

Inverurie,
Aberdeenshire,
AB51 3QJ

Email: inveruriestandrews@outlook.com

To the User (only required if different from the User address stated above):

Name	
Address	
Post Code	



ST. ANDREW'S PARISH CHURCH, INVERURIE

Daytime Contact Telephone	
Email	

Booking Acceptance For The Congregation

Signature	
Date	
Name	Mrs. Linsey Stewart, St. Andrew's Parish Church Administrator
Address	St Andrew's Parish Church, High Street Inverurie, Aberdeenshire,
Post Code	AB51 3QJ
Daytime Contact Telephone	01467 628740
Email	inveruriestandrews@outlook.com



Housekeeping During and After Time of Use

1. User must comply with the Congregation Health, Safety, Security and Environment Policy, COVID Risk Assessment and COVID Operating Plan;
2. User must submit the User COVID Risk Assessment and COVID Operating Plan for review by the Congregation prior to commencement of the Time of Use;
3. In accordance with the Congregation COVID Risk Assessment and COVID Operating Plan, leave the Premises in a clean and tidy condition and clear of all rubbish at the end of the Time of Use, including thorough wiping down of all touched surfaces in the Premises with disinfectant, and to dispose of rubbish and cleaning products;
4. The User must provide and maintain, at its own cost, its own supplies of PPE, cleaning and disinfecting materials for use by its group;
5. All fire exits must be kept clear at all times.
6. Chairs and tables must not be dragged across the floor. The organ must stay in the end of the chapel.
7. Noise must be kept below nuisance levels. Amplifier(s) may be used but levels kept reasonable.
8. If using the dishwasher the hirer should appoint someone to read the instructions and be in charge of it.
9. The temperature in the halls / Chapel is set by the Congregation, any issues with the heating should be reported to the Church Administrator as soon as possible.
10. Wi-Fi access is available if needed, you will be issued with a code to log onto the Internet. Groups must be aware of the content downloaded and be responsible for the use of it.
11. Folding tables must be returned to the trolley if removed; the chairs and tables must be stacked beside it. Brooms and dustpans must be returned to the store-room.
12. All lights, cooker and any appliances used must be switched off on termination of the hire period.
13. All windows must be closed, latched and shuttered and all internal doors should be closed and external doors must be closed at the end of the hire period.
14. Any keys given must be returned immediately after the end of the Time of Use.