St Andrew’s Parish Church
**Premises Booking Form**

**FULL TERMS AND CONDITIONS ARE AVAILABLE AT** [**http://standrewsinverurie.co.uk/venuehire.html**](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** |

**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/Car Park/Toilet Facilities/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

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.

1. Within 7 days of the event 90% of hire charge is forfeited
2. 8 to 14 days of the event 50% of hire charge is forfeited
3. 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 |  |
| Daytime Contact Telephone |  |
| Email |  |

**Booking Acceptance For The Congregation**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name  | Mrs. Linsey Stewart, St. Andrew’s Parish Church AdministratorORMr. Thomas Craggs, St. Andrew’s Parish Church Treasurer |
| Address | St Andrew’s Parish Church, High StreetInverurie, Aberdeenshire,  |
| Post Code | AB51 3QJ |
| Daytime Contact Telephone | 01467 628740 |
| Email | inveruriestandrews@outlook.com  |

**User Housekeeping During and After Time of Use**

1. The User must strictly contain its use of Premises within those areas and within boundaries authorised by the Congregation to avoid contact with other user groups who may be located in adjacent church buildings;
2. Nominate a User competent person in charge of and responsible for monitoring compliance with the Congregation COVID-19 Operating plan, User COVID-19 Operating plan, User COVID-19 Risk Assessment and User fire safety;
3. 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 (10% bleach solution or suitable anti viral disinfectant with proven effect against novel coronavirus) 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 User should appoint someone to read the instructions and be in charge of it.
9. The temperature in the church buildings 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 and locked at the end of the Time of Use.
14. Any keys given must be returned immediately to the Church Administrator after the end of the Time of Use.