

Buchlyvie Parish Church
Session Room Let Application Form

Terms and Conditions of Let:

The attached booking form should be completed, signed by the event organiser and returned to the Treasurer, with deposit where applicable, prior to the let.

The let allows access to the Session Room, the front entrance, the rear entrance and the toilet only.

The charge for the let is £10 per hour.

The premises are accepted by the event organiser as being in good condition and repair, and the event organiser has the responsibility of leaving the premises in the same condition as at the commencement of the let.

Indemnity:

1. The event organiser will be responsible for any loss, damage or claim resulting from the let. The organiser will obtain any necessary licences (for example public entertainment and sale of alcohol) and pay any Performing Rights Society fees for the event. The event organiser will also ensure that the activities undertaken in the proposed let are covered by adequate and appropriate insurance.
2. Any damage to the building, fittings or equipment found prior to the commencement of the let must be reported to the treasurer before the commencement of the let. Any damage to property during a let must be reported to the treasurer immediately. The event organiser is responsible for the cost of repairing such damage.
3. Buchlyvie Parish Church will not be liable for any damage to or loss of property brought to or left in the premises or for any personal injury or death caused to any person arising from, or during the course of the let, unless arising from negligence on the part of the church or its employees or agents.
4. The event organiser will use the centre solely for the purpose(s) stated in the application and will ensure that the premises are left in a clean, neat and tidy condition. If, as a consequence of the use of the premises, any unusual or abnormal amount of cleaning is required, this will be carried out by The Church and the event organiser will meet the cost.
5. The event organiser will familiarise him/herself with the fire regulations for the premises, be aware of the position of Emergency Exits and First Aid point, and satisfy him/herself as to appropriate action in the event of a fire alarm or other emergency.
6. This agreement may be terminated by either party with one week's written notice. While Buchlyvie Parish Church will endeavour to give longer notice that may not be possible in the case of special events such as funerals.

Buchlyvie and Gartmore Church of Scotland is a registered charity, number SC000833

Buchlyvie Church Session Room Booking Form - To be returned with £5 deposit before Let.

Name: _____

Address: _____

Telephone number: _____ Email: _____

Type of function: _____

Date / time(s) of Let: _____ One use / weekly / monthly

Session Room: _____ Kitchen: _____

I have read and agree with the terms and condition set out by the Church

Applicant's Signature: _____ Date: _____

Church Use Only: Deposit Paid Y/N _____

Function Granted / Refused _____

Date: _____ Signed. _____