

LOCHGILPHEAD PARISH CHURCH HALL

BOOKING FORM

Name

Organisation

Telephone Mobile

e-mail

Type of Event / Function

Will it be licensed or will alcohol be consumed? Yes No

Date(s) required

Session(s):-

- **Morning** (08.00 till 13.00)
- **Afternoon** (13.00 till 18.00)
- **Evening** (18.00 till 23.00)
- **Hourly** - Charged if let

is for less than half a session (**Specify times**)

Hall Requirements - Please tick

Main Hall

Kitchen

A/V System

IMPORTANT:

Please complete the Booking Form, read the Conditions of Let and sign the Conditions of Let Agreement and send both with a non-returnable deposit of **£20**.

Please make cheque payable to *Lochgilphead Parish Church* and send with completed forms to:-

Ian Davidson, Inchbraoch, 7 Carnasserie Place, Lochgilphead PA31 8TW

LOCHGILPHEAD PARISH CHURCH HALL

Registered Charity Number SC016311,
www.lpchurch.co.uk

Conditions of Let

1. Persons/organisations (from here referred to as 'the hirer') must remove their property and effects at the end of the let and leave the properties in a clean and tidy condition, meaning that;
 - (a) **All rubbish to be cleared from the premises.**
 - (b) **All tables and work surfaces to be cleaned.**
 - (c) **All floors shall be left clean – swept and washed as necessary.**
 - (d) **All fire exits to be closed and doors locked.**
 - (e) **All lights, heaters and appropriate power switches to be switched off.**
 - (f) **Cooker should be thoroughly cleaned after use.**

***NOTE: A fee of £50 will be added at the Hall Committee's discretion should the above criteria not be adhered to.**
2. The hirer shall be responsible for any loss or damage to the premises and its contents, this includes damage to wooden floors by stiletto heels or similar.
3. If in dispute over damage, the hall committee have the right to exclude the hirer from the properties during the period of dispute.
4. The hirer shall ensure that sufficient time is allowed in the period of hire for setting up and clearing the premises.
5. The hirer shall be responsible for supervision of patrons and appointing stewards when necessary. Details **must** be agreed with the Hall Committee prior to the event.
6. The hall committee reserve the right to cancel any let, providing at least two weeks notice is given in writing.
7. The hirer must not sub-let any part of the premises.
8. The hall committee accepts no responsibility for loss or damage to any property left on the premises.
9. Let charges include for heating and lighting. Use for the A/V system will be charged extra.
10. Let charges will be reviewed on an annual basis and implemented on the 1st of January each year.
11. All accounts must be settled on the day of the let or within 14 days of receipt of invoice.

LOCHGILPHEAD PARISH CHURCH HALL

12. Conditions of Let will apply to all current members/office bearers of organisations etc hiring the properties and will be automatically adopted by future members/office bearers of such organisations unless the Hall Committee are notified to the contrary in writing.
13. The kitchen will **not** be used for preparation and cooking of food (unless with prior agreement) but purely for re-heating and serving purposes and the preparation of teas and coffees etc.
14. The hirer must provide their own sundry items for their own use e.g. cling film, tinfoil, washing up liquid, plastic bags etc. These items which are in the kitchen are for the use of Lochgilphead Parish Church organisations use only.
15. The wearing of “stiletto heel” type shoes in the main hall is not permitted.
16. Tables must not be dragged or scraped across the floor but lifted and carried. Chairs should be moved using the trolley provided and stacked no more than 6 chairs high
17. Any complaints must be put in writing and sent to the Hall Committee.

LOCHGILPHEAD PARISH CHURCH HALL

RENTAL CHARGES January 2019 – December 2019

Hourly rates *	Morning & afternoon	£ 8.00 per hour
	Evening	£12.00 per hour
Session Rates	Morning 8.00 a.m. till 1.00 p.m.	£40.00
	Afternoon 1.00 p.m. till 6.00 p.m.	£40.00
	Evening 6.00 p.m. till 11.00 p.m.	£55.00

****Hourly rates will be applied where the booking is for less than ½ session, otherwise full session rates will apply.***

Youth Organisations will be charged at 50% of the above rates

Audio Visual System	Projector, screen, microphones etc.	£ 5.00
CLEANING -	See 'Conditions of Let'	£50.00

IMPORTANT:

Please read carefully, sign the Conditions of Let agreement and return with a non-returnable deposit of **£20.00**

**For bookings contact
Ian Davidson
Tel: 01546 603784
e-mail: lochgilpheadparishchurch@gmail.com**

LOCHGILPHEAD PARISH CHURCH HALL

Registered Charity Number SCO16311

Conditions of Let Agreement

I/We have read and understood the Conditions of Let and in particular the item regarding cleaning the properties after use and agree that a charge may be made if this is not done to the Committee's satisfaction.

Name (block capitals)	<input type="text"/>
Company or organisation	<input type="text"/>
Charity No (if applicable)	<input type="text"/>
Date of hire	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Please complete and return along with the booking form to:

Ian Davidson, Inchbraoch, 7 Carnasserie Place, Lochgilphead PA31 8TW

email: lochgilpheadparishchurch@gmail.com

www.lpchurch.co.uk