

Duns Parish Church Hall Booking Form

Duns Parish Church of Scotland Charity Number SC005161 Registered Scottish Charity

Charges

- **Coffee mornings or sales - £25** (includes use of cups,/cutlery/coffee flasks/etc)
If you wish to set up the hall on the evening prior to your event then there is an additional fee of £10
- **Other Events:**
Hall, per hour - £10.
Hall and Kitchen, per hour - £12.50 (including use of the cutlery/crockery etc)

Conditions

1. It is the responsibility of those hiring the hall to comply with current Food Safety legislation and food safety issues.
2. Please report any breakages in the book provided in the kitchen.
3. No alcohol is to be consumed on the premises.
4. No ball games.
5. Please leave the hall, kitchen and toilets as you found them.
6. If you are holding a coffee morning/sale etc. please display a poster with your name or the name of your organisation to identify the beneficiary of the function.
7. If children are to be attending the function you are organising, you must make yourselves familiar with the contents of the Church of Scotland Child Protection Handbook, available on request, and undertake to follow the provisions contained in it in work with children and young people under the age of 18.
8. The premises are accepted by the Event Organiser as being in good condition and repair and the Event Organiser has the responsibility for leaving the premises in the same condition.
9. The Event Organiser must ensure they, or their organisation, have the necessary public liability insurance cover for the event and provide Duns Parish Church (if requested) with evidence of this. Duns Parish Church will not be responsible for any loss, damage or claim by any party of any kind, including claims arising out of any deficiency in the premises and the Event Organiser shall indemnify Duns Parish Church and The Church of Scotland General Trustees against all such loss, damage or claims.

Booking Form

Please complete this form (which should be signed by the Event Organiser) and send to Mrs Helen Bell, 53 Briery Baulk, Duns TD11 3BQ tel: 01361 882405.

Please tick the option below which applies to you:

I wish to book the hall/s and kitchen for a **coffee morning** on from the hour of until

and I wish to book the hall for the evening before to set up.

I wish to book the hall/s for a on from the hour of until

I wish to book the hall/s **and kitchen** for a on from the hour of until

I enclose a remittance for £

Name of Event Organiser.....

Signed Phone no.

Contact Address.....

.....