

CONDITIONS OF LET

1. Heating will be provided during the time of your let if necessary.
2. All users are asked to leave the halls by 10.00pm unless permission has been granted by the Session for an extended let.
3. Before leaving the hall, those responsible for making the booking must ensure that all refuse is removed and deposited properly in the wheelie bins; urns, teapots and kettles are emptied and dried; all perishable foodstuffs are removed; equipment is stored away and the toilets are clean and tidy.
Users of the kitchen for refreshments should provide their own tea, coffee etc.
5. **Fire doors must never** be blocked by chairs or other obstructions for your own safety and to comply with Fire Regulations. If you open them for ventilation then you must ensure they have been closed properly, but they should not be used as an exit except in an emergency.
6. All chairs and tables must be stacked properly. Please don't use the soft seats for crafts or messy activities as they are difficult to keep clean. The plastic chairs can be wiped down.
7. Chewing gum and all related products (bubblegum etc) is prohibited in the halls and it will be treated as vandalism if found stuck to chairs, tables and other inappropriate places.
8. Smoking is not permitted anywhere in the Church buildings or in the grounds.
9. The sale of alcohol is prohibited in the Church buildings and grounds.
10. The car park is available for users of the church and halls. As access is required at all times for Manse family as well as a variety of church and hall users please do NOT block the gates or driveway by dropping off passengers, with exception of disabled passengers. Emergency vehicles should be able to get in at all times.
10. Damage to property must be reported to the Halls Manager (Bill McCreadie) within 24 hours. If it is considered that the damage is the result of vandalism, the organisation may be held responsible for the payment of repair or renewal.
11. Insurance: Those booking the Halls are responsible for providing adequate insurance cover for themselves and for anyone associated with them. Also for equipment and any property brought onto the premises.
12. Those in charge of booking the Halls should read these Conditions of Let, the Policy Statement for the protection of children and young people in the Church and undertake to follow the code of practice.

If any organisation fails to comply with the above Conditions of Let, the Congregational Board may withdraw its permission to use the Halls.

SAFETY:-

**The First Aid box and Accident Book is located in the kitchen.
The Accident Book is kept in the kitchen drawer which is marked.
Please fill in the Accident Book for all accidents on the premises.**

The above Conditions of Let are set down to ensure the safety of all who use the Halls and to ensure that they continue to be a useful pleasant resource for all users. The Conditions of Let and fees will be reviewed annually.



Blantyre Old Parish Church

Hall Let Application

Please fill in the form and return to our Halls Manager: **Mr Wm. McCreadie**
80 Waverly Terrace
High Blantyre, G72 0HZ

Complete and delete as appropriate:

Name of Organisation: _____

Contact person: _____ **Tel no:** _____

I/We require (**state which Hall:** Large/Small/Meeting Room/Party) _____

From (time of day): _____ a.m./p.m. **to:** _____ a.m./p.m.

On (particular day of week): _____

From (date let to start): _____ 20__ until _____ 20__

I/Our organisation/group/event agree to abide by the Conditions of Let and adhere to the Policy Statement of the Church of Scotland.

..... Date

..... (Print Name)

Registered Charity No. SC018492

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Official Use:

Fee Paid : Cash/Cheque/Waived Receipt No:

Date Paid Received by