

CONTRACT FOR THE HIRE OF CHURCH PREMISES
Between PORT GLASGOW NEW PARISH CHURCH OF SCOTLAND
and

Name of Individual or Organisation:

Name and Address of Applicant:

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Telephone Number of Applicant:

Purpose of Let:

The cost of facilities available for hire at PORT GLASGOW NEW PARISH CHURCH OF SCOTLAND, HUNTLY TERRACE, PORT GLASGOW are as follows:

LARGE HALL: Thirty Pounds per hour (£30)

SMALL HALL: Twenty pounds per hour (£20)

KITCHEN: Three pounds per hour (£3)

Sheena Morgan Hall: Twenty pounds per hour (£20). Upstairs / no lift.

Three hour morning or afternoon use of LARGE HALL and KITCHEN: Ninety Pounds (£100)

Three hour morning or afternoon use of SMALL HALL and KITCHEN: Sixty Pounds (£70)

All facilities have access to toilets with disabled toilets available for the large hall, small hall and kitchen. NO storage space is available.

A small number of parking spaces are available within the church grounds, with additional public car parks available within a short walking distance.

Space Required (Circle as appropriate)

LARGE HALL / SMALL HALL / SHEENA MORGAN HALL-upstairs / KITCHEN

Frequency of Let (Circle as appropriate)

WEEKLY / MONTHLY / ANNUALLY / ONE OFF EVENT

Times Required

From am / pm Until am / pm

Day of week or Date

Start Date

Finish Date

I / We have read and agree to the Conditions of Let as issued by Port Glasgow New Parish Church of Scotland and take responsibility for upholding these conditions.

Signature of Applicant:

Date:

CONDITIONS OF LET

The Congregation consents to the USER using the premises for the charge at the time of hire on the following terms and conditions:

1. To secure the booking of the premises, the User will be required to follow the steps below regarding payment:

PAYMENT

MONTHLY, ANNUAL and ONE OFF EVENTS must be paid in full two week prior to the let. WEEKLY EVENTS must be paid in full on the **1st of every month.**

All payments, if possible, should be made by BACS, stating your organisation
Port Glasgow New Parish Church, sort code 83-22-20, Account Number 10000088

If paying by cheque, it should be made payable to PORT GLASGOW NEW PARISH CHURCH. Please write name of organization on reverse side and send to

Mrs Gillian Wishart, Church Treasurer, 17 Marloch Avenue, Port Glasgow PA14 6LH

No written demand will be given for the charge. The charge shall be reviewed from time to time by the Congregation. The Congregation shall provide notice in writing should there be any change in the charge.

2. The premises shall be used by the User for the sole purpose as stated in the application and the User shall ensure that their use is compliant with all statutory provisions or licencing requirements. The premises are accepted by the Use as being in good condition and repair and fit for the required use by the User.
3. The User will be responsible for any damage or loss caused to the premises arising directly or indirectly from their use during the time of hire and will also be responsible for the premises being left in a clean and tidy condition and clear of all rubbish at the end of the time of hire. If the premises are left in an unsatisfactory state or if there is loss or damage arising all or part of the deposit will not be returned to the User. In extreme cases additional costs for cleaning, repairs or loss could be levied on the User.
4. Bookings may include the use of the kitchen and contents, however all white-goods such as the cooker, fridge, hob, etc. must be left clean after use. Floors to all areas must be swept and tidied after use. Mops and brooms are located in the cupboard behind kithchen . Toilets and sinks must be left clean and tidy as found. Please note: Water boilers, kettle, teapot, cutlery and crockery are provided but Users must supply any other equipment required.
5. Tables and chairs, having been wiped over, must be returned to their original storage space. Rubbish must be removed from the premises. Broken glass must be wrapped before disposal and no liquids are to be emptied into any bins.
6. Any equipment used must be returned to its proper storage space after use. Decorations such as balloons and streamers may only be attached to pinboard. Pins or adhesive tape must not be used on walls or paintwork. Blu-tac may be used on the gloss paint only.

7. In accordance with the law, smoking/vaping is strictly prohibited indoors. The consumption and sale of alcohol on the premises is expressly prohibited. Food and drink must not be taken into the Sanctuary. If the User is serving food the User will be responsible for compliance with all Health and Safety legislation and Food Hygiene regulations.
8. The User must nominate a competent person to take charge in the event of fire to ensure that all persons at the premises can escape unimpeded through the fire exits and to assemble in the area at the front of the church building. Improper operation of the fire alarm or extinguishers will result in refusal of any future let applications. Fire doors must remain unobstructed during the time of hire.
9. Any electrical equipment brought onto the premises must be PAT (Portable Appliance Testing) tested.
10. The User must comply with all statutory requirements and any rules made by the congregation concerning the use of the premises generally.
11. This contract for use is a personal agreement between the congregation and the User and cannot be assigned in whole or in part to another party.
12. The User shall ensure that adequate insurance cover is in place for the User (**including public liability cover**) and all its associates and any equipment or other property brought onto the premises for the time of hire.
13. The congregation shall not be responsible for any loss, damage, actions, proceedings, costs, claims or demands by any party of any kind and the User shall indemnify the congregation (including the trustees vested in the premises) against all such loss, damage, actions proceedings, costs, claims or demands arising.
14. The User is aware of and will comply with the legislation relating to the safeguarding of children and young people and regulated work with protected adults and has read and understood the relevant Church of Scotland Safeguarding materials and will follow their provisions. If the User is found to be in breach of these undertakings, the congregation shall have the right to terminate the agreement with immediate effect.

PLEASE NOTE: The Church operates a 'no smoking/vaping', and 'no alcohol' policy.