

St Peter's Episcopal Church, Kirkcaldy: Booking Form

Charity Number: SCO10443

THE PREMISES ARE LET OUT IN SESSIONS OF 4 HOURS:

SESSION 1: 0900 – 1300

SESSION 2: 1300 – 1700

SESSION 3: 1800 – 2200

COST:

CHURCH:	£30 - £40 PER SESSION	CAPACITY:	80
LARGE HALL:	£30 PER SESSION	CAPACITY:	50
SMALL MEETING ROOM:	£20 PER SESSION	CAPACITY:	12

- Church premises will be opened/closed by a caretaker.
- The caretaker will set up rooms in accordance with instructions listed on the booking form.
- St Peter's Vestry may, occasionally (5-6 times per year), require the premises for additional Services, such as Festivals, Funerals etc; and for setting up for such occasions. The Vestry reserve the right to request any regular lets to rearrange their booking in order to accommodate these Services. The Vestry will endeavour to give at least 4 weeks' notice (except in the case of funerals, where as much notice as possible will be given) in order that alternative arrangements can be made. Any such dates known at the time of booking will be advised to the organisation or individual.

- All lets include use of the kitchen to make hot/cold drinks. Tenants use their own provisions and the kitchen is left as found. Please advise on the booking section whether or not you will be using the kitchen. For safety reasons, tenants are asked not to empty the urn if it contains hot water.
- There are First Aid supplies, Health & Safety Risk Assessments, Accident Book and Repairs Logs kept in the kitchen for recording any accidents or faults in the premises during the period of the let.
- One dedicated parking space (Space 15) is available to tenants during the day.

Evening bookings have full use of the car park, with the exception of the Rector's designated parking space.

- WiFi Internet available.
- Tenants are asked to strictly adhere to their booking times and not arrive too early. This is to facilitate change of use/heating requirements.
- Payment to Treasurer, Judy Webster, either by cheque made payable to 'St Peter's Episcopal Church' or for bank transfer details, please contact: websterwebs1@sky.com

For further information please contact Andrea Ladyka

Email: bookings@stpeterskirkcaldy.co.uk

Mobile: 07740910221

Details of individual/organisation making the booking:

Organisation:

Contact Name:

Address:

Telephone:

Email:

Details of Requirements

	SESSION	NUMBER ATTENDING	KITCHEN YES/NO	CARETAKER YES/NO
CHURCH				
LARGE HALL				
SMALL ROOM				

Single Meeting: Day/Date:

Block Meeting: Start Day/Date and Subsequent Day/Dates:

Caretaker Requirements:

e.g. hall set out in meeting style; 2 tables set up in vestibule

Contact details for person in your organisation.

Name:

Phone Number:

Email Address:

Signed:

Date:

All tenants are responsible for their own Public Liability Insurance