



## Forth St Paul's Parish Church

### ADDITIONAL NOTES:

#### **PHOTOGRAPY/VIDEO RECORDINGS**

- The hirer must ensure that any photography taken during any let has received prior consent from those involved to ensure privacy and data protection laws are adhered to.

#### **FIRE SAFETY CHECKS**

- The hirer must read the Conditions of Let, Fire Safety Hire Agreement and the Policy Statement for the protection of children and young people in the Church and undertake to follow the Code of Practice.

#### **FIRST AID**

- The First Aid box is located in the kitchen. It is kept on top of the freezer and the area is marked with a green cross.
- ALL accidents must be noted in the accident book and any accidents/incidents verbally notified to the Halls Manager as soon as possible.

#### **POLICY STATEMENT**

The Church of Scotland has a deep concern for the wholeness and well-being of each individual. It seeks to safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

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#### Hall Lets

In order to book our facilities, please contact our Halls Manager:

Mrs Jane Savage, 257 Climpy Road, Climpy, Forth, Lanark ML11 8EW. Tel: 01555 811139

Once permission has been given, the user must ensure:

- A) All dates and times are recorded in the Hall Diary which is kept by Mrs Jane Savage.
- B) All bookings must abide by our Terms and Conditions of Let and Fire Safety Hire Agreement and accordingly must complete and return the hall let application form.

#### **Scale of Charges**

- Large Hall - community use - £17 per hour
- Small Hall - community use - £12 per hour
- Large Hall - generating income/business use - £30 per hour
- Small Hall - generating income/business use - £20 per hour
- Kitchen (free when booked with hall)
- Or at the discretion of the Kirk Session

#### **Payment methods:**

- Cash payment made to Halls Manager or Church Officer
- Post cheque (made payable to **Forth St Paul's Parish Church**) mailed to Forth St Paul's Church, Main Street, Forth, Lanark ML11 8AA.
- Bank Transfer pay from your own bank using these details:  
Sort Code **83-20-15** and Account Number **00155259**. Please ensure you enter the hall let reference number as the payment reference
- Direct Debit Forms are available from the Halls Manager or Treasurer

**Forth St Paul's Parish Church  
Hall Let Application**

Please return completed forms to our Halls Manager:

Mrs Jane Savage  
257 Climpy Road  
Climpy  
Forth Lanark  
ML11 8EW

					Reference No.:	Mth/Yr/Name _/_/_____
Name of Organisation:						
Contact Name:					Tel No:	
Email Address:						
Facilities required (Large/Small Halls, Kitchen, Church) Please circle all that apply						
Large Hall	Small Hall	Kitchen	Stage	Church	Outdoor	
Tables (number required)		Chairs (number required)		Other (Please specify)		
Date/s required		From:		To:		
Time required (include setup time)		From:		To:		
If let is a recurring event please specify frequency of lets. (Eg Weekly Monday or First Monday of month)						
Agreed charges:						
					£	_____
I/our organisation/group/company/event agree to abide by the Terms and Conditions of Let.						
Signed:					Date:	
Print Name:						

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<b>Forth St Paul's Parish Church – Hall Let Receipt</b>						
Fee Paid:	£ _____	Receipt/Reference No.:			Mth/Yr/Name _/_/_____	
Method of Payment:	Cash	Cheque	Payment Waived	Bank Transfer	Direct Debit	
Date Paid:		Received By:				