

Buchlyvie Parish Church
Session Room Let Application Form

Terms and Conditions of Let:

The attached booking form should be completed, signed by the event organiser and returned to the Treasurer, with deposit where applicable, prior to the let.

The let allows access to the Session Room, the front entrance, the rear entrance and the toilet only, and also to the kitchen where requested and agreed.

The charge for the let is £7 per hour.

The premises are accepted by the event organiser as being in good condition and repair, and the event organiser has the responsibility of leaving the premises in the same condition as at the commencement of the let.

Indemnity:

1. The event organiser will be responsible for any loss, damage or claim resulting from the let. The organiser will obtain any necessary licences (for example public entertainment and sale of alcohol) and pay any Performing Rights Society fees for the event. The event organiser will also ensure that the activities undertaken in the proposed let are covered by adequate and appropriate insurance.

2. Any damage to the building, fittings or equipment found prior to the commencement of the let must be reported to the treasurer before the commencement of the let. Any damage to property during a let must be reported to the treasurer immediately. The event organiser is responsible for the cost of repairing such damage.

continued on next page...

Buchlyvie Church Session Room Booking Form - To be returned with £5 deposit before Let.

Name: _____

Address: _____

Telephone number: _____ Email: _____

Type of function: _____

Date / time(s) of Let: _____ One use / weekly / monthly

Session Room: _____ Kitchen: _____

I have read and agree with the terms and condition set out by the Church

Applicant's Signature: _____ Date: _____

Church Use Only: Deposit Paid Y/N _____
Function Granted / Refused _____

Date: _____ Signed: _____

Indemnity continued:-

3. Buchlyvie Parish Church will not be liable for any damage to or loss of property brought to or left in the premises or for any personal injury or death caused to any person arising from, or during the course of the let, unless arising from negligence on the part of the church or its employees or agents.
4. The event organiser will use the centre solely for the purpose(s) stated in the application and will ensure that the premises are left in a clean, neat and tidy condition. If, as a consequence of the use of the premises, any unusual or abnormal amount of cleaning is required, this will be carried out by The Church and the event organiser will meet the cost.
5. The event organiser will familiarise him/herself with the fire regulations for the premises, be aware of the position of Emergency Exits and First Aid point, and satisfy him/herself as to appropriate action in the event of a fire alarm or other emergency.
6. This agreement may be terminated by either party with one week's written notice. While Buchlyvie Parish Church will endeavour to give longer notice that may not be possible in the case of special events such as funerals.
7. The additional terms and conditions specified in the attached "additional safety conditions of hire" shall also apply until further notice.

Buchlyvie Parish Church is a registered charity, number SC000833

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Additional Safety Conditions of Hire

1. You the hirer, will be responsible for ensuring those attending your activity comply with Covid 19 laws and Safety Guidelines while occupying the building.
2. You are asked to have a designated person to keep a record of the name and contact number or e-mail address of all those who attend your activity, for a period of 4 weeks, and provide the record for NHS Scotland Test and Protect if required. Please make People aware of why you are taking their details.
3. Masks must be worn in accordance with the current law.
4. You will make sure that everyone attending your activity understands that they must not do so if they or anyone in their household has had Covid 19 symptoms in the last 14 days, and that if they develop symptoms within 14 days of visiting the premises they must use the NHS Scotland test and Protect system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient and safe. You will be responsible for ensuring they are securely closed on leaving.
6. You will ensure that no more than 20 people attend your activity, in order that physical distancing can be maintained. you will ensure that everyone maintains appropriate distancing while in the premises.
7. You will bear in mind that particular care may be required to ensure that physical distancing and other mitigation measures are maintained for any persons aged 70 or over, or likely to be clinically more vulnerable.
8. You will be responsible for cleaning the areas used using the products provided, unless advised otherwise by the Church.
9. You will be responsible for the disposal of rubbish created during your hire, including tissues and cleaning cloths, please deposit in rubbish bag provided.
10. In the event of someone becoming unwell with suspected Covid19 while at the building, they must leave the building as soon as possible. Inform the treasurer on 01360 850567.
11. We will have the right to close the Session Room if there are safety concerns relating to Covid 19, for example, if someone who has attended the hall develops symptoms and a deep clean is required, or if it is reported the Conditions are not being complied with, whether by you or other hirers, or in the event that public buildings are required to close again. If this is necessary, we will do our best to inform you promptly.

The Church thanks you for your co-operation, to keep us all safe, and the Session Room can remain open.