

NEWTON MEARNS PARISH CHURCH OF SCOTLAND SINGLE APPLICATION FOR USE OF CHURCH HALLS

Name of Applicant: Tel No:

Address:

Postcode: E-mail:.....

Name of Club / Association:

What is the hall to be used for?

Date Hall Required:/...../..... 1 Day Hire Date of enquiry:.....

HALLS/ROOMS	HOURS OF USE (e.g. 9am-12pm)	NUMBER OF PEOPLE ATTENDING	CHARGE (For Office Use)
MEMORIAL HALL <i>(Includes tea & coffee making facilities) (Holds 170 people seated)</i>			
OLD HALL <i>(Includes full kitchen) (Holds 100 people seated)</i>			
UPPER HALL <i>(Holds 40 people seated, 25 party layout)</i>			
BOYD SCOTT ROOM <i>(Holds 40 people seated)</i>			
MURRAY MACKAY ROOM <i>(Holds 30 people seated)</i>			

- **For Memorial Hall & Old Hall bookings only, – please give name and address of 2 people who will be responsible for overseeing the rules and regulations of kitchen use (attached):**

Name: Name:

Address: Address:

.....

- **Details of persons responsible for First Aid & Fire Duty Officer:**

Name(s):.....

Address(s):.....

Qualifications/Certificates/etc (if any)

I have read the conditions of use of buildings and agree to abide by them.

Signed:

Date:

CHARGES FOR HALLS

Charges deemed appropriate for use of halls by the Congregational Board on 1st November 2017.

MEMORIAL HALL OLD HALL	£22.00 per hour	
UPPER HALL BOYD SCOTT ROOM MURRAY MACKAY ROOM	£15.00 per hour	

SATURDAY <u>PM</u> LETS	<u>Additional £20.00 Caretaker Fee</u>
PARTIES	3 hour minimum let

PAYMENT

One day use of halls - payment due **14 days prior to the event**

Cheques should be made payable to '**Newton Mearns Parish Church**'

Acceptance of the application will be confirmed by e-mail.

All application forms should be returned to:

*The Church Administrator, Newton Mearns Parish Church
242 Ayr Road, Newton Mearns, G77 6AA.*

CONFIRMATION OF USE OF CHURCH HALLS

I can confirm that this application for the use of Church Halls has been granted.

Signed: Date:
Church Administrator

FOR OFFICE USE ONLY:

Application Rec'd:	Invoice Sent:	Passed to: Finance: Cong. Board Other:	Approved: Finance: Cong. Board Other:
Confirmation Sent:	Payment Rec'd:		

Registered Scottish Charity No. SC004219