



Polwarth Parish Church

APPLICATION FOR PROPERTY LET

(for non-church organisations & groups)

Please read guidelines overleaf before completing.

For office use only:

Date received.....

Contract.....

Invoice.....

Organisation _____

Contact person _____

Address _____

_____ Post code _____

Telephone _____

Email address _____

Responsible person to act as fire marshal:

Name _____ Mobile No. _____

PROPERTY AREAS YOU WISH TO APPLY FOR - Please circle

Sanctuary

Drennan Hall

Small Hall

Kitchen

DATE(S) YOU WISH TO APPLY FOR _____

(FOR LONG TERM LETS, PLEASE LET US KNOW OF ANY HOLIDAYS IN ADVANCE)

TIMES YOU WOULD LIKE ACCESS TO THE ROOMS - *YOU MUST INCLUDE SET UP & CLEAR UP TIMES*

FROM _____ AM/PM TO _____ AM/PM

LET FREQUENCY (weekly, monthly, one-off) _____

PURPOSE OF LET _____

ARE YOU A REGISTERED CHARITY? YES/NO CHARITY NUMBER _____

SIGNATURE OF APPLICANT (Must be over 18 years of age) _____

Charges: Deposit - £100 cheque Use of kitchen - £25

The rates below apply unless your organisation is a registered charity, in which case you will receive a 25% discount.

Summer rate:

Sanctuary	£72 per 4 hours or part thereof £216 per full day (12 hours)
Drennan Hall	£18 per hour
Small Hall	£18 per hour

Winter rate: (beginning of October until end of April)

Sanctuary	£120 per 4 hours or part thereof £360 per full day (12 hours)
Drennan Hall	£24 per hour
Small Hall	£24 per hour

Deposit required at time of booking.

Cheques will be returned or destroyed if halls are left in a satisfactory condition on departure.

I would like my cheque to be: returned destroyed

Further information and guidelines

- Provisional bookings will only be kept open for two weeks. If we have not received confirmation from you within this time your booking will be removed from the diary.
- For fire safety regulations, the maximum number of people allowed in the halls at any one time are as follows:
Sanctuary - 300 (we do not accept bookings for parties or ceilidhs in the Sanctuary)
Drennan Hall - 100
Small Hall - 30
- We ask for someone to act as a fire marshall in case of an emergency. The named person should carry a mobile phone and will be responsible for ensuring that everyone attending the event is out of the building and the emergency services are called.
- It is prohibited to sell alcohol in any area of the church or halls, therefore any posters or tickets sold must not indicate that alcoholic drinks will be available. No underage drinking is permitted on the premises or grounds. Should the hirer wish to bring drinks on to the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
- If you do not give good notice of holidays/cancellations you may be charged for the heating of the building.
- To be fair to those who have booked the halls after you, if you overrun your booked slot, any excess time will be charged at the rate of £50 per hour or part thereof.
- Property users must not adjust the radiators. If full heating is not required (between the beginning of October and the end of April), please notify the Church Administrator at the time of booking so that the heating can be set to your requirements.

For further information, you can contact us:

by phone - 0131 346 2711

by email - office@polwarth.org.uk

through the website - www.polwarth.org.uk

on our Facebook page - www.facebook.com/polwarthparishchurch

Please hand your completed form in to the church office, or post it to:

**Church Administrator
Polwarth Parish Church
36-38 Polwarth Terrace
Edinburgh
EH11 1LU**