

Application For The Hire Of Premises

Name.....	Telephone
Organisation.....	
Address	Email.....
.....
Event	Date.....
Start time.....End time.....	

On the date specified above, I request the use of:

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- I request use of a Meeting Room (cost £5 per hour)
And/or
 I request use of the Café area (cost £8 per hour)
And/or
 I request use of Sanctuary and Refreshment Area (cost £10 per hour)
And/or
 I request use of whole Church building (cost £15 per hour)

By hiring premises within Canonbie United Parish Church you enter a legally binding agreement with us on the terms set out in our terms and conditions. These are available to read on our website, and given alongside this document. We recommend that you read them because they affect your rights and liabilities. Please contact us if you have any concerns.

Signed **Date**

Please complete and return to:

Laraine Wotherspoon
 Watchknowe, Watchhill Road
 Canonbie DG14 0TA
 013873 71929

NB Cheques to be made payable to Canonbie United Parish Church

OTHER INFORMATION

- Alcohol may be consumed on the premises, but not sold on the premises.
- Smoking is expressly not allowed on the premises.
- A full copy of our Terms and Conditions of Letting are available on the Church website or by phoning Laraine on 013873 71929.

WHAT DOES IT COST?

The main room has seating for 100 and costs £10.00 per hour (or part thereof). Each Meeting Room seats 15 and costs £5.00 per hour (or part thereof).

Hire of the Café area alone is £8 per hour, whilst hire of the whole building costs £15 per hour.

Short and long term bookings are welcomed, and we can offer rooms Monday to Saturday either in the day or in the evening.

All bookings are subject to availability.

IS THERE PARKING AVAILABLE?

Plenty of parking is available nearby, but access by emergency vehicles to the main door of the church needs to be maintained at all times.

IS THERE TEA AND COFFEE AVAILABLE?

We offer you free use of our Refreshment Area, which is equipped with a kettle, crockery and cutlery. However, we do not supply tea, milk or coffee so you would have to bring your own.

TECH STUFF

Wi-fi is available. Plus, the main room is equipped with a full audio-visual system controlled by a laptop and mixer deck in situ. DVD and screen output can be projected in daylight conditions. The system is straightforward to use and guidance is available. Please contact Lois Lane **013873 71386** ahead of your event/function if you need assistance.

INSURANCE

It is the hirer's responsibility to arrange insurance. Often an individual's home and buildings insurance will cover them for public liability, but they should check with their insurers if they are covered at another location.

If they are not covered, event insurance will need to be arranged.