

Please give details of public liability insurance

Insurance Company name and address:

Telephone No:

Policy No:

Parent Association address:

If you do not hold Public Liability Insurance you will be liable for any damage to the premises during the let

Please sign and return to

Tony Blenkinsop
4 Mauricewood Rise
PENICUIK
EH26 0BJ

Signed:

Date:

On behalf of (Name of organisation):

PNK1 4/2009

Penicuik North Parish Church (Church of Scotland)
Scottish Charity No. SCO 10902



PENICUIK NORTH KIRK

Form
PNK1

Open Door

**ACCOMMODATION AND FACILITIES
BOOKING FORM**

Name of organisation/individual requiring let

Contact address and telephone number

Email address

Date/s and day/s (ie Monday, Tuesday) let required

Time access required

Time of departure

Type of function

Estimate of numbers attending

Accommodation requirements

Sanctuary (main church area) £18.00 per hour

Back hall £15.00 per hour
(would include use of kitchen and equipment).

If kitchen required please tick

North hall £15.00 per hour
(would include use of kitchen and equipment).

If kitchen required please tick

Welcome area: £12.00
available only in the evening or at weekend

Layout required

Clear floor

Number of seats
(Maximum sanctuary 160, maximum back hall 50)
(Maximum seating for performance including balcony 200)

Number of tables and layout

Stage: low level £20.00

Stage: full £35.00

Stage lighting £10.00

Sound system £3.00 per hour

Digital projector £3.00 per hour

Flipchart, pens and paper £3.00.....
(may be available by special arrangement. Please ask for details.)

Other requirements

Please provide as much information as possible

Children and Young People

This section MUST BE completed if your group includes any children under the age of 18

The users of the premises confirm that they are familiar with the contents of the Church of Scotland Child Protection Fact File (enclosed) and have an understanding of it and undertake to follow the provisions contained therein in work with children and young people under the age of 18 years. The users of the premises further confirm that they have adopted a recruitment procedure for working with children and young people which, where appropriate, includes the carrying out of Enhanced Disclosures (Scottish Criminal Record Checks). It is agreed that if the users of the premises are found to be in breach of this provision, the landlords have the right to terminate this agreement with immediate effect.

Please return Fact File along with booking form (A charge of £3.00 will be raised for non-return of booklet).

Signed: _____ Date: _____

Print name: _____

On behalf of (Name of Organisation): _____

Catering

We wish to undertake our own catering
(see Food Hygiene guidelines enclosed - PNK2)

Food Hygiene Declaration

I have read and understood the introduction to the Food Hygiene Guidelines (PNK 2) and confirm that I am prepared to follow them and that I will adhere to the full guidelines which will be supplied to me during the let of North Kirk premises on ___/___/___.

Signed: _____ Date: _____

Print name: _____

On behalf of (Name of organisation): _____