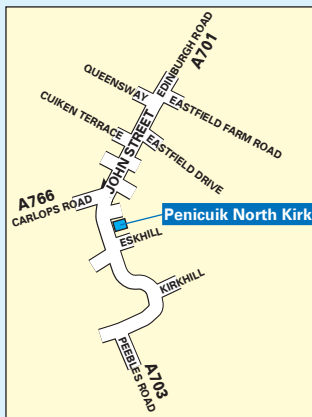


Where to find us



PNK ENQ 4/2009



PENICUIK NORTH KIRK

Open Door

Thank you for your enquiry about the use of facilities at Penicuik North Kirk, we have much pleasure in enclosing an information pack explaining what we can offer.

Contents

- Accommodation and Facilities Booking Form. (PNK 1)**
- Introduction to Food Hygiene Guidelines (PNK 2)**

To enquire about availability of our facilities please contact
Tony Blenkinsop Tel No 01968 677006

Penicuik North Kirk
 95 John Street
 PENICUIK
 EH26 8AG

Penicuik: North Parish Church (Church of Scotland)
 Scottish Charity No: SC010902

Before completing the booking form (PNK1) please read the following notes carefully;

Insurance

It is necessary for organisations or individuals intending to let North Kirk premises to have public liability insurance and to provide at the time of booking details of either the policy number and the name of the insurance company or if appropriate the name of the parent association with whom the policy is held. Where Public Liability Insurance is not held by you, or your organisation, should damage occur to the North Kirk premises resulting from activities undertaken during the let, liability for the full cost of any repairs to rectify such damage rests with you. (It may be that your home contents insurance provides appropriate cover). Signature of the let form signifies acceptance by you or your organisation of this liability.

Food Hygiene

If it is your intention to use the Kitchen facilities as part of your let or to prepare food for consumption during your let (including the provision of tea, coffee and biscuits) it will be necessary for you to adhere to simple food hygiene guidelines. An introduction is included in the information pack (PNK 2) and the full guidelines will be issued as necessary.

Smoking Policy

Penicuik North Kirk operates a **no smoking** policy in its premises.

Alcohol Policy

If it is your intention to **sell**, rather than to **provide**, alcohol i.e. a Cheese and Wine evening (even if the cost of the wine is included in the ticket or entry programme) it will be necessary to obtain an 'occasional permission' from Midlothian Council. Please ask for details. Provision of alcohol including for private parties or functions **must** be restricted to wine and beer/lager. **Strictly no spirits.**

Raffles etc

The holding of a Tombola or raffle is not permitted on North Kirk premises.

Disabled access

Disabled access is provided both externally and internally as are disabled toilets.

Parking

There is ample parking available on John Street.

Letting fees

Sanctuary (<i>main church area</i>)	£18.00 per hour
Welcome Area (<i>available only in the evening and at weekend</i>)	£12.00 per hour
BackHall (<i>including use of kitchen</i>)	£15.00 per hour
North Hall (<i>including use of kitchen</i>)	£15.00 per hour

Completion of booking form

Please provide as much information as possible when completing the booking form. It is important that your requirements are clearly stated at the time of booking as it will not be possible to change them on the day of the let.

Evening Lets

Unless by special arrangement, the North Kirk premises are only available for evening lets on a Saturday. Please ask for details.

Your provisional booking will be held for 14 days.

Completed booking forms should be sent to;

T Blenkinsop
4 Mauricewood Rise
PENICUIK
EH26 0BJ