

East Neuk Trinity Church of Scotland

(Scottish Charity No: SC 003163)

Terms and Conditions for Church Property Lets

Elie

Kirkpark Road Hall £15.00 per hour

Kilconquhar

North or South Hall £10.00 per hour

Categories

1. Organisations affiliated to the Church – A donation towards the costs of heating, cleaning etc. is expected. Groups that wish to be affiliated to the Church should seek prior approval from the Treasurer.
2. International or National Charitable Organisations – Expected to pay 2/3 of the above rates.
3. Local Charitable Organisations – Expected to pay 1/3 of the above rates.
4. Non-affiliated / Non-charitable Organisations – Expected to pay the relevant hourly rate as above.
5. East Neuk Trinity Church will consider applying special rates for full day hires; hires that extend beyond 10pm; parties/ceilidhs not arranged by organisations; organisations that wish to pay in advance for a series of regular lets. In each case, please contact the Treasurer in advance to discuss further.

Helen Ironside
East Neuk Trinity Church Secretary
Tel: 01333 331404

East Neuk Trinity Church of Scotland **Applications for Church Property Lets**

1. Application must be made in writing or by e-mail to:

Ms Helen Ironside
East Neuk Trinity Church Office
Kirkpark Road

Elie, Fife
KY9 1DG
Eastneuktrinityoffice@btconnect.com
(Application forms can also be downloaded from the church web site
www.eastneuktrinity.org.uk)

2. All payments/donations for hire should be made payable to 'East Neuk Trinity Church of Scotland' and delivered by post/given to Helen Ironside, Church Secretary.
3. All payments/donations for hire must be received by the Church Secretary *at least 14 days prior* to the date of let. **No sub-letting permitted without prior agreement.**
4. Non-Church Groups must provide evidence of adequate insurance cover to the Church Secretary along with the booking form.
5. Please leave the halls as you would wish to find them - clean & tidy.
A no smoking rule applies in all Church premises.
6. Arrangements for collecting and returning Hall keys can be made in advance by telephoning the Church Secretary (Thursday pm) on 01333 331 404.
7. All Groups including Church Groups must carry out a risk assessment in advance of hire and provide a copy of their assessment to the Secretary in advance of the hire.
8. Name of Hall Required.....
9. Event Date.....
Start Time.....No.of Hours required
10. Setting up Date (if required)
Setting up TimeNo.of Hours required
11. Total amount agreed to pay

We/I have read and agree to the conditions, above and confirm that we have insurance cover and will carry out a risk assessment before the function.

Organisation..... Date.....

Contact Name..... Tel No:.....

Contact email: