

SAINT MARGARET'S EPISCOPAL CHURCH, ABERDEEN

SC017053

APPLICATION FORM FOR USE OF THE JOHN COMPER HALL

Please complete and submit to hallbookings@stmargaretsgallowgate.org.uk

Name

Address

.....
.....
..... Postcode

E Mail Phone No

Organisation Represented

Purpose of Booking

.....
.....

Is this a request for a single or repeat booking Single Repeat

Specific Date, or for repeat bookings Day(s) of Week and Initial Date, requested

.....

Hours Sought [allowing time for set up & tidying] From To

Facilities Requested Main Hall Jones Suite

Do you wish access to kitchen facilities? YES NO

Will you be serving refreshments? YES NO

Will you be serving alcohol? YES NO

Do you have public liability insurance? YES NO If YES, value £.....

Expected age Range of attendees to

If your expected attendees include children under 18 or vulnerable adults, please confirm what safeguarding policies you have in place, attaching a copy or web link, as appropriate.

.....
.....

All applications for use of the John Comper Hall are subject to acceptance of the Vestry's approved Terms & Conditions. Your signature below will be taken as evidence that you have read, understood and accept these Conditions.

I apply for use of the John Comper Hall on the date(s) and for the purposes stated.

I confirm that I have read & accept the Terms and Conditions of Use as published.

Signed Date

Details given on this form may be held and processed by the Vestry of St, Margaret's Episcopal Church for the purposes of administering its Hall facilities but will not otherwise be disclosed to any third party.

TERMS & CONDITIONS FOR USE OF THE JOHN COMPER HALL – AUGUST 2024

- The Hall was originally built for Church use. As part of the Church's mission of outreach to the local community it is however also available for use, at the discretion of the Vestry, by approved individuals or organisations for Community & Charitable activities.
- All activities within the Hall must be lawful in nature and comply with all relevant legislative and licensing requirements.
- Any agreement to use the Hall constitutes a licence to occupy it for the purposes stated & agreed at the time of booking. It confers no rights of tenancy. Members of the Vestry, or persons authorised by it, have the right to enter the premises at any time without notice.
- Charges for the use of the Hall are as fixed by the Vestry and reviewed annually as part of its budgetary process. Payments may be made in cash or by Bank Transfer to the St Margaret's Episcopal Church Comper Centre Account –

Bank of Scotland 80-05-16

Account No 06002592.

- The Vestry reserves the right with reasonable notice to cancel any booking where the Hall is required for Parish purposes. Once an agreement for use has been made, users shall be liable, at the discretion of the Vestry, to pay all agreed charges unless they have given at least 5 days written notice of cancellation in respect of any session booked.
- Users of the Hall shall be liable for ensuring its security and condition. Litter must be removed, and the building secured at the conclusion of any booking, and furniture appropriately restored to its original configuration. Where used, tables must be covered appropriately, and nothing must be affixed to walls. Footwear must also be such as not to damage or mark the floor.
- Where permission is given for use of the kitchen, all surfaces must be wiped down after use. Children under 16 years of age are not permitted to enter the kitchen unless accompanied. The kitchen will otherwise be locked.
- The Church's insurance does not cover loss arising during external use. As a condition of their use external users indemnify the Vestry against any legal liability arising from their use. In the case of organisations using the Hall for public-facing activities they are expected also to have adequate Public Liability insurance, and to produce evidence of this if requested.
- Where use of the Hall involves persons under 18 or other vulnerable persons, users will be expected to have in place safeguarding arrangements at least equivalent to those of the Scottish Episcopal Church.
- Specific permission is required for any animals other than assistive dogs to be brought onto the premises,
- While modest amounts of alcoholic beverages may be brought onto the premises for personal consumption in return for donations, the Hall is not licensed for the sale of alcohol. Smoking is not permitted in any part of the premises.
- Any accidents occurring during use of the Hall must be reported to the Vestry and recorded in the Accident Book. This and First Aid Equipment are kept available in the Hall.
- Acceptance of any booking implies acceptance of these terms and conditions. Breach of them may result in a booking being cancelled without notice, and/or a requirement for financial reparation.