

Glencairn & Moniaive Parish Church

Agreement and Invoice for the use of St. Ninian’s Church or the Paterson Rooms

between

The Congregational Board of Glencairn & Moniaive Parish Church

(Charity no. SC 014663)

and

Name of Organisation/Individual (the User):

Contact address, telephone no: and e-mail address:

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The charges for St. Ninian’s Church:

- **£30.00 (thirty pounds) per session - morning, afternoon or evening - for Users from within the Parish. There will be a £10 (ten pounds) supplement charge per session for Users from outwith the Parish, or for any commercial bookings.**
- **Where the Kitchen facilities are used, with the exception for tea & coffee making, there will be a supplement charge of £10.00 per booked session.**

The charges for The Paterson Rooms:

- **£10.00 (ten pounds) per session - morning, afternoon or evening - for Users from within the Parish.**
- **£15.00 (fifteen pounds) per session - morning, afternoon or evening - for Users based outwith the Parish.**

Sole purpose of the use of the premises:

Day(s) and Time(s) of the use:

Total Amount to be paid for the use: £

See Terms and Conditions clause 16 for payment.

Signed:

.....

User Representative

Church Representative

Agnes Tait or Helen Kelly

Terms and Conditions:

1. Insurance cover and Performing Licence etc., must be in place by the user. If the Premises are used for activities involving children or protected adults, it is the sole responsibility of the User, to ensure that appropriate PVG checks are in place.
2. Policies should be shown if requested by the Congregational Board.
3. All damages and losses must be paid by the user.
4. The sale of alcohol is not permitted.
5. A formal Risk Assessment document is required for every user.
6. **Fire regulations:**
All routes shall be kept clear and exits unlocked.
The buildings should be evacuated by available route and Fire Brigade called. Fire extinguishers should be used only if safe to do so.
Those in attendance should be made aware of the fire drill.
7. All accidents/incidents should be recorded and reported to the Congregational Board.
8. The maximum seating capacity of the buildings must be adhered to
St Ninian's Church 150 (one hundred and fifty)
The Paterson Rooms 35 (thirty-five)
This may change if any mitigations are introduced.
9. Regular users will be issued with a key. All other users (or representative) to collect the key from Nan Tait
Tel: 01848 200403 – agnestait8@gmail.com by prior arrangement. Alternatively: Margaret Gillies Tel: 01848 200281 but only in an emergency. This must not be used in the first instance.
10. Instructions for heating and lighting and use of the building will be given when uplifting the key.
11. Thermostats should not be altered by the User. It is the sole responsibility of the user to put the heating on.
12. Any portable electrical equipment must be tested to comply with P.A.T., and must display current and valid test labels.
13. Prior agreement must be obtained for use of the audio-visual system, piano and organ (tuning, if required, is User's responsibility). Also, for the moving of any furniture, apart from pews, chairs and tables.
14. If use of the kitchen is required, the User must comply with the guidelines posted in the kitchen and any hygiene requirements, including, providing own table cloths and tea towels.
15. It is the sole responsibility of the User to ensure that all equipment and lights are switched off, all doors locked and keys returned at end of the session..
16. Payment should be made promptly within 7 days after use of premises, as per agreement rates. No separate invoice or demand shall be issued.

Our preferred method of payment is by bank transfer into the following account:

Account name: Glencairn & Moniaive Church of Scotland

Sort Code: 80-19-02

Account No: 00147516

or by Cheque payable to:

Glencairn & Moniaive Church of Scotland (sent to The Treasurer – see below)

Contacts:

1. Session Clerk:

Nan Tait,
Beechbank, Ayr Street,
MONIAIVE DG3 4HW
Tel: 01848 200403
e-mail – agnestait8@gmail.com

2. Clerk to the Board:

Helen Kelly,
Bardennoch,
MONIAIVE DG3 4HZ
Tel: 01848 200755
e-mail – bardennoch@btinternet.com

3. Treasurer:

Max MacKenzie
Ardlui, Dunreggan,
MONIAIVE DG3 4HH
Tel: 01848 200068
e-mail – gmtreasurer@gmail.com