

Application Form

Lifeplus church, Lifeplus centre

20 William Street, Blairgowrie. PH10 6BQ

CHURCH BUILDING HIRE FORM

Event Name.....

Name of Organization –

Address of Organization –

.....

.....

Responsible Person of Organization –

Title of Position Held -Principal.....

Contact Numbers of Responsible Person

Landline

Mobile... ..

Email Address -

Reason for Hire (i.e AGM please state what you will be doing)

.....
.....

Date Hire is required During school term ...or as booked & agreed in advance...

Time Hire is required

Numbers Attendingnumbers are within fire regulations.....Figures

100 individuals is the maximum number that can legally attend in the main hall.

Do you require the use of the kitchen Yes..... / No

Regular Bookings – please give dates – (From and to)

please specify date

I (name) the responsible person for this organisation have read the Regulations and Conditions of Use page and I and my organisation will abide by the Regulations and Conditions of Use as stated, and will make prompt payment to Lifepus Church within 2 weeks of hire of the building or of invoicing.

Signed Responsible Person for the above named organization that is making application to hire this building.

.....

Church Leadership Team Approval; H. & B MacGregor, M. Donaldson, A. Casey, E. Gray.

Accepted.....

Not Accepted.....

Regulations for Use

REGULATIONS FOR USE OF LIFEPLUS CENTRE

BUILDING AND EQUIPMENT HIRE

1. **APPLICATIONS** – All applications for the use of BCF church building should be made on a standard form of applications obtainable from the bookings officer for Conference Hire Application giving at least 7 days notice.
2. **USE OF PREMISES** – Use of the premises shall be granted at the discretion of the Church Leadership Team on the understanding that the use does not interfere in any way with the church's requirements and that the stated views or objectives of the user are acceptable to the church. **NO HALLOWEEN or SIMILAR ACTIVITIES ARE TO TAKE PLACE DURING THE TIME OF HIRE BY ANY HALL USER - IF YOU WISH TO DO THIS WE RESPECTIVELY ASK THAT YOU FIND ANOTHER VENUE FOR SUCH AN EVENT.**
3. **OUTWITH NORMAL HOURS**– The use of the building out with normal hours will be subject to an approved church member being available as keyholder or arrangements regarding keys are in place between hall user and church leadership team. Monday – Friday and weekend availability will be discretionary and subject to the Church Leadership Teams approval – the hours of use are 9.00 a.m. – 10.00 pm are considered to be the hours that will be made available for hire.
4. **HOLIDAYS** – The building will not normally be available to outside organisations during the fortnight covering the Christmas and New year break and the recognised Public Holidays.
5. **COFFEE AND TEA MAKING FACILITIES** – There is a kitchen on the premises, which can be used for making teas/coffees and a stove for any cooking. The cups and cutlery are available for use. It is requested that the hirer will provide their own tea, coffee, sugar and milk for this purpose.
6. **TOILETS** – The Disabled and Ladies Toilets can be found at the entrance to the building. The men's toilet is situated upstairs - the disabled toilet will soon be fitted with a Baby Change table. Please make sure these are clean on exiting the building.
7. **Activities** – Activities are strictly confined to the times and area of the building requested. The key holder/responsible person will open the building for use.
8. **DAMAGE TO THE CHURCH PROPERTY** – (THIS INCLUDES CHAIRS, TABLES, CARPETS, ANY OTHER EQUIPMENT WITHIN THE PREMISES BOTH MAIN SANCTUARY/TOILETS/KITCHEN). The user/hirer is responsible for any damage to the church property and for the conduct of the members of the hiring group during the period/time of hire and use. The church will accept no liability for accidents on the premises. Damage to property and injury to persons during the time of use should be notified immediately to the key holder for hire and then to bookings officer.
9. **RESPONSIBLE PERSON** – The hirer shall appoint a competent and responsible person who shall be present and in charge during the period of use. Also an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety to all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by the Church Leadership Team. Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free access by the various exits be maintained during the period of use. Door control and the conduct of minors in the building are the responsibility of the user. **The person in charge will be responsible for completing and signing the visitor's log. The building will not be available for groups to host any messy games etc. including water games.**

10. **HEATING & LIGHTING** –The church shall provide normal heating, lighting and ventilation. There may be a small levy per week to help with the expense of heating and lighting over the December, January and February of £3 per week. The user shall meet any incidental expenses incurred.
11. **Electrical Equipment** –Organisations bringing electrical equipment into the premises should ensure that it possesses no electrical defects, which could constitute a safety hazard. A regular inspection by an electrical engineer or other competent person is recommended. All such equipment must be removed from the premises after use. Unless storage has been arranged with the Bookings Officer.
12. **USE OF BUILDING EQUIPMENT** –The use of equipment within the premises is not automatically included in the permit of use. Special permission for the use of such equipment should be sought from the Church Leadership Team.
13. **CLEANING OF AREAS USED** –All parts of the building used should be left as found. If catering has been provided during the booking, dishes must be washed and dried and oven top and inside the oven are to be cleaned, all floors must be clean and free of crumbs and litter etc., all spillage must be cleaned. A large broom is kept in the chair room storage area and will be supplied by the church for the responsible person/group for clean up. 30 minutes is allowed for cleaning up after hire free of charge. The cleaning up is the responsibility of the hirer/user or a fine will be applied. Mops buckets and brooms and hoovers are in the designated places.
14. **SMOKING** –Smoking is not allowed in any area of the building during the period of use.
15. **COPYRIGHT**–The user shall be responsible for securing any permits required for the performances of copyright work. The church will not be liable for any damage and expenses claimed by person or company as the consequence of the performance of copyright work for which the user did not obtain a permit from Performing Rights Society or any other appropriate licensing body.
16. **DAMAGE, INJURY OR LOSS OF PROPERTY** –The Church will not be liable for any damage, injury or loss of property brought to or left in the building by persons using the premises.
17. **PUBLIC LIABILITY AND EMPLOYER'S LIABILITY** - where applicable each group must carry their own insurances in regard to these insurances. Please check you have these and forward a copy to the Bookings Officer at
18. **CANCELLATIONS re Leadership Team** –The Church reserves the right to cancel any approved permit in exceptional circumstances. The maximum advance notice as is reasonable and possible will be given.
19. **CANCELLATIONS re Hall User** - The organisation shall be responsible to contact the Bookings Officer if for some reason a hire is no longer required at least one week before the booking time or the full booking hire shall be charged except in the case of adverse weather conditions although in winter months the heating charge shall be applied.
20. **FIRE PROCEDURES** –The person in charge must acquaint themselves with the fire procedures and the position and use of fire appliances and fire exits within the premises. Also persons in charge should know the location of the nearest telephone, in case the main telephone is not immediately available. Details can normally be obtained from the key holder.
21. **ALCOHOLIC BEVERIDGES** –No alcohol is to be taken into the Church Building or consumed there.
22. **OBSERVATIONS OF REGULATIONS** –Failure to observe any of these regulations noted above may result in the withdrawal of the permit. In these circumstances.
23. **COMPLAINTS** –Any complaints re the usage of the Church Building should be placed in writing for the attention of the Lifepplus Church, Church Leadership Team, Lifepplus centre, 20 William Street, Blairgowrie. PH10 6BQ
24. **PRICE FOR HIRE** - £12.00 PER HOUR (OR AS ARRANGED) AND £5 PER SESSION FOR THE USE OF AUDIO AND VISUAL DISPLAY EQUIPMENT.

