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# **ACCESS**

Access to either of the Churches or the Williamson Hall must be arranged with the Church Secretary. (Elgin 01343 551501)

St Giles’ and Elgin Parish Church (*formerly St Columba’s South Church*) and Williamson Hall:

Elgin Parish Church Please check with Church Office

Church Secretary 01343 551501

**FOR EMERGENCIES ONLY**  Ian Thomson 07969 550162

01343 545414

# **HEATING, LIGHTING AND KEYS**

If heating is required, please make arrangements in advance directly with Church Secretary.

# **INSURANCE**

All hirers must have valid PUBLIC LIABILITY INSURANCE cover in force and evidence of this readily available as it may require to be inspected.

# **FIRE**

The hirer / hirer accepts as a condition of use / hire of our buildings that they read the fire notices, fire evacuation procedures and risk assessments displayed within the premises and accept the guidance therein.

# **PROTECTION OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Hirers must comply fully with the law relating to this.

# **PAYMENT TERMS**

An invoice will be sent to cover the use of the Church or Hall and fully payment must be made within **14** days.

The Church Office is open Wednesday and Friday (0930 – 1230 hrs)

## **CHARGES**

When a hire extends into two or more consecutive sessions on a single day, then a discount of 20% will be applied to the charge for the second and subsequent session

|  |  |
| --- | --- |
| **WILLIAMSON HALL** |  |
| **Main Hall** | **£65****per session** | **8.30 am–1.00 pm****1.00 pm–5.30 pm****6.30 pm–10.00 pm** |
|
|
| **Kitchen** | **£30****per session** | **8.30 am – 1.00 pm****1.00 pm – 5.30 pm****6.30 pm – 10.00 pm** |
|
|
| **West Meeting Room** | **£25****per session** | **8.30 am – 1.00 pm****1.00 pm – 5.30 pm****6.30 pm – 10.00 pm** |
|
|
| **East Meeting Room** | **£25****per session** | **8.30 am – 1.00 pm****1.00 pm – 5.30 pm****6.30 pm – 10.00 pm** |
|
|
| **Main Hall + Extension** | **£75****per session** | **8.30 am – 1.00 pm****1.00 pm – 5.30 pm****6.30 pm – 10.00 pm** |
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| **ST COLUMBA’S SOUTH CHURCH** | **£65****per session** |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **St Giles’ Whole Building** | **£125 per half day** |
| **ST GILES’ CHURCH** | **New Room** | **£65 per half day** |
|  | **Kitchen**  | **No charge** |
|  | **Front Portico** | **No charge** |
|  | **Front Outside Precinct** | **No charge** |
|  | **Back Outside Precinct** | **No charge** |

# **CHARGES - ADDITIONAL**

The Church reserve the right to charge the hirer for any expense incurred:

1. In connection with matters which are the direct responsibility of the hirer as detailed above
2. In respect of a confirmed booking which is subsequently cancelled
3. All breakages will be charged for

# **ALCOHOL**

The supply or consumption of alcohol within any Church premises which requires an alcohol licence is not permitted. ‘BYOB’ is not permitted at events on Church premises.

The consumption of alcohol within Church premises which does not come within the alcohol licensing laws may be permitted PROVIDED prior authorisation had been obtained.

If you require authorisation, please contact the Church Office

# **FURNITURE**

The hirer is responsible for setting out all items of furniture and returning them to the original placing or storage after use.

# **KITCHEN/KITCHEN EQUIPMENT**

If the kitchen and kitchen equipment have been used, the area, and any equipment used must be thoroughly cleansed and put back into the correct cupboards and drawers before leaving the premises. No food or other consumables must be left in the fridge.

# **HALLS – CONDITION TO BE LEFT IN**

**ALL BUILDINGS MUST BE LEFT IN THE SAME CONDITION AS THEY WERE FOUND AT THE END OF THE HIRE PERIOD.**

 Please read **Appendix 1** attached for Williamson Hall for additional information.

# **RUBBISH**

All rubbish MUST be removed from the premises and placed in the wheelie bins provided. Items suitable for recycling should be put in the appropriate wheelie bin. (Blue – paper and card; Pink – plastic bottles and tin cans; Green – non recycle; Brown (at Williamson Hall only) – food waste and garden waste.

# **DAMAGE TO EQUIPMENT/PREMISES**

The hirer shall be held responsible for recompensing the Church for any damage sustained to either equipment or property during its use.

Breakages should be reported to the Church Office and will be charged for.

# **STORAGE**

The hire of the hall on a regular basis does not include the use of storage space within the hall.

# **SMOKING**

All buildings and Church grounds are **NON-SMOKING** areas.

# **SELLING**

The sale of goods can only take place in the Williamson Hall, or the New Room in St Giles’. No goods may be sold or raffles held in the main worship areas of either Church.

# **SECURITY**

All buildings should be left secure. If a Church representative has opened the venue for you and will be securing the building when you leave, you MUST stay at the venue until the time you specified on your booking form and not leave the building unsecured.

Additionally – before leaving the buildings, organisations should:

1. See that all lights are switched off

1. All kitchen equipment has been switched off
2. All windows and doors are locked
3. Arrangements have been made that the heating has been switched off
4. Keys have been returned to the key holder or to the Church Office

# **SAFETY ANNOUNCEMENTS**

At any public event, hirers must read out at the start of any performance, the Safety Announcement provide on card.

**St Giles’** safety announcement is stored on the vestry window sill, along with an air horn to be sounded in event of emergency evacuation being required.

**Elgin Parish Church** safety announcement is stored in the Vestry along with an air horn to be sounded in event of emergency evacuation being required.

**Williamson Hall** safety announcement is stored within the Foyer in the wall-fixed holder on the left-hand side of main (sliding doors entrance). There are break-glass fire alarms within the Williamson Halls and will emit an alternating klaxon sound.

# **PARKING AND VEHICLE ACCESS**

**Elgin Parish Church and Williamson Hall** – access from Duff Avenue

Free parking available for a limited number of cars. Weddings and Funerals have priority on parking.

## **St Giles’ Church**

The High Street (Plainstones) – This is a pedestrianised area. No motor vehicles permitted except for loading and unloading of goods before 11 am and after 4 pm and permit holders during 11 am and 4 pm. (Moray Council (Elgin Town Centre) Pedestrian and Traffic Management Order 2010)

# **DISCLAIMER – LOST AND STOLEN PROPERTY AND VEHICLE DAMAGE**

**St Giles’ and Elgin Parish Church is not responsible for any valuables lost or stolen during the hire of Church buildings. The Church is not responsible for any vehicles damaged or items stolen from them within Church grounds.**