

ST PETER'S
LUTTON PLACE

ST PETER'S
Scottish Episcopal Church
Lutton Place
Edinburgh EH8 9PE

stpetersedinburgh.org

Thank God • Live Joyfully • Celebrate Community

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SC017358

Community Hall and Meeting Rooms

Conditions of hire for one-off bookings

From 1 January 2019 for the duration of our building refurbishment

Contents:

1. Rooms available
2. Terms & Conditions
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ROOMS AVAILABLE

Main Hall

Large hall with high ceiling and excellent acoustics

10 x 15 metres

Level access from car park

Wooden floor

Tables and chairs available

Toys available on request for children's birthday parties

Three toilets: two in the car park, one six steps up to stage

Small kitchen on stage - six steps up. Shared with meeting

rooms if in use

Prices:

Daytimes £20 per hour

Evenings after 6 pm £30 per hour

Friday and Saturday evenings, flat rate 6 pm –
midnight £200

East meeting room

Bright cosy room overlooking gardens

Carpeted floor

Access: six steps up

Dimensions: 3 x 5 metres

Toilet and kitchenette shared with Community Hall and

West meeting room (if in use)

Rates:

One hour: £10

Additional hours £8 each

West meeting room

Carpeted room overlooking gardens

Access: six steps up

Dimensions: 3 x 5 metres

Toilets and kitchenette shared with Community Hall and

East Meeting Room (if in use)

Rates:

One hour: £10

Additional hours £8 each

TERMS & CONDITIONS

Please read the following carefully. By signing the booking form you are agreeing to abide by the conditions contained within this document.

We try to keep the hire costs on our Hall and Meeting Rooms reasonable and affordable for community groups. Please help us keep costs down by co-operating with the terms and conditions below.

If you are unfamiliar with the Hall or Meeting Rooms at St Peters the Administrator will arrange to meet you in advance of your booking to show you round and ensure you have all the information you need. Our office hours are Monday to Friday, 9 am to 1 pm.

While the Link Building is being refurbished, arrangements for the Hall and Meeting Rooms will be different to usual.

This is not a condition of contract, but if you are promoting your event on Facebook we would appreciate being tagged @stpetersedinburgh.

Booking & payment, including deposit and cancellation

Your booking is confirmed when we receive a booking form and payment in full.

The Hirer may be liable to pay a returnable deposit of £200. Provided all conditions contained herein have been observed it will be refunded within ten working days of the event.

Payment must be made by BACS or cheque. When paying by BACS please reference the date of your booking.

BACS details:

Account number: 10371162

Sort code: 80-22-60

Bank: Bank of Scotland

Account name: St Peter's Hall Hire

By cheque:

'St Peter's Hall Hire'

Posted or hand delivered to:

The Lodge, St Peter's, 14 Lutton Place, Edinburgh EH8 9PE

Cancellation

By the Hirer:

If the booking is cancelled less than 21 days before the event, the Hirer agrees to pay 50% of the hire fee.

By St Peters Lutton Place:

St Peter's reserves the right to cancel, refuse, reschedule or impose further special conditions or charges on any particular booking. As much notice as practicable will be given to the Hirer of the cancellation/rescheduling and St Peter's Church agrees to seek to arrange an alternative slot for the Hirer and to refund the hire fee.

LIABILITIES

Event organiser

The person responsible for the booking is required to be over the age of 25. St Peter's reserves the right to ask for proof of age at the time of key collection.

Protection of vulnerable groups

The organiser must sign the PVG declaration included with the booking form.

Insurance

The Hirer is responsible for providing adequate insurance for the Hirer, those associated with the Hirer, any equipment and any property brought into the Hall in connection with the Hirer's use of the Hall. The Hirer shall also be responsible for providing adequate Public Liability Insurance in respect of the Hirer's use of the premises.

Health & safety

The Hirer is responsible for the health and safety of those using the Hall or Meeting Rooms because of the booking. Any potential risks or concerns should be reported to St Peter's Church before the booking. No one associated with the Hirer must use a ladder when alone on the premises. It is the responsibility of the Hirer to ensure that any electrical equipment brought into the Community Hall or Meeting Rooms has been subject to up to date Portable Appliance Testing.

A statutory announcement regarding exiting the building in an emergency must be made at the start of each and every event, using the form of words provided at the exits. A written statement of evacuation procedures is clearly posted in each room. It is the responsibility of the event organiser to reach these procedures and ensure that they are implemented. The whole building is, by law, strictly NO SMOKING.

Indemnity

St Peter's Church will not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of any deficiency in respect of the Community Hall or Meeting Rooms arising out of the Hire.

The Hirer will indemnify St Peter's Church against all such loss, damage or claims.

Security

It is the Hirer's responsibility to let in people coming to the event, and to ensure that no unauthorised people enter the Hall.

Licensing

Any event where alcohol is being sold must have an Occasional Alcohol License, available from City of Edinburgh Council.

RUNNING YOUR EVENT

Keys

Arrangements for collecting keys should be made in advance by contacting the Church Administrator on 0131 662 9171 or office@stpetersedinburgh.org to arrange a suitable time. Keys must be collected

from the Lodge. Our office hours are Monday – Friday 9 am to 1 pm. You will be advised of where to leave the keys after your booking.

Parking

Two parking spaces are available for organisers running an event in the Hall.

One parking space is available for organisers running an event in each Meeting Room.

Both the red double doors are emergency exits. They must not have cars parking in front of them.

Shared facilities

In the event of another meeting concurrent with your event, you will be sharing the kitchen and toilet facilities with others.

Keys and Doors

Access for the organiser is via Door A (see plan). Unlock the door to open. While it is open, lock it again. The door can now be opened from the inside but is locked from the outside. There is a bell by this door for late arrivals.

Guests for the East and West Meeting Rooms enter via Door A

Guests for the Community Hall enter via door C on the plan. More than 60 guests you must unbar both fire doors C and B.

On leaving please ensure the bolts are in place and the long metal bar returned for doors B and C.

Heating

For the duration of our refurbishment the Community Hall heating is set on a timer and you don't need to do anything.

The Meeting Rooms are heated with plug in electric radiators. Please switch off when you leave.

Lighting

Please ensure overhead lights and side lights are switched off when you leave. The emergency lighting stays on automatically. Please switch off the outside lights when exiting from Door A.

Timing

The Church Hall and Meeting Rooms are available for hire throughout the day and evening. Please note, however, that all events must finish at 11.30 pm and organisers must vacate by midnight. Any over-run will incur a charge to your deposit. Our neighbours have been advised to report events that overrun to the Police or The City of Edinburgh Council as antisocial noise from neighbours. Any fine incurred by St Peter's due to events overrunning will be deducted from the deposit.

Your booking must include set up and take down time. For example a one hour event with 15 minutes to set up and 15 minutes to clear up afterwards, book for 1 ½ hours.

Please ensure the Hall or Meeting Rooms are left in a clean and tidy state. Vacuum cleaner, broom, dust pan and brush are provided. Any extra cleaning cost incurred by us after your use of the Hall may be deducted from the deposit.

Waste and Recycling

The Hirer agrees to remove all their waste and recycling at the end of the event. The Hirer will bring their own boxes and bags to transport waste. For any rubbish left behind we may deduct £40 from your deposit. The Lutton Place street bins are for residents of Lutton Place only. Please take your waste home for separation or to your local recycling centre.

Please also ensure that the car park is left tidy In particular litter and cigarette ends should be picked up and binned. £40 may be deducted from your deposit if not.

Like all public buildings St Peter's Community Hall and Meeting Rooms are strictly No Smoking. A large ash tray is located by the double doors C and should be placed outside should your guests wish to smoke.

The stage will not normally be available for performance use and unauthorised personnel must not operate the curtains. If you need access to the stage for performance please tick the box on the booking form.

Fire Extinguishers must not be used to prop open doors.

Breakages and damage

After your event, please email us with details of any damage or breakages, or to record that there has been none. Charges may be applied in the event of damage to the premises and contents.

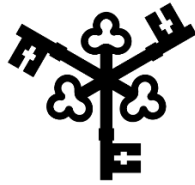
AT THE END OF YOUR BOOKING

Please check that you:

1. Ensure the security bars are replaced on both Fire Exit doors (B & C) in the Hall.
2. Ensure that the Hall or Meeting Room are left clean and tidy and that all rubbish is removed
3. Turn all light switches off. In the Meeting Rooms unplug all radiators.
4. Leave by the side door A and ensure that this door is locked with the key. The lock is not self locking
5. Return the keys as instructed on collection

In case of emergency contact:

Property Convenor – Mrs Liz Mackay 0131 343 2216 07796 172 200



ST PETER'S
LUTTON PLACE

Community Hall and Meeting Rooms ~ Booking Form

Name of person responsible for booking:	
Organisation (if applicable):	
Address:	
Postcode:	
Email:	
Telephone:	
Room(s) required:	Community Hall <input type="checkbox"/> Community Hall + stage <input type="checkbox"/> West Meeting Room <input type="checkbox"/> East Meeting Room <input type="checkbox"/>
Date required:	
Time required (including set up and take down):	From To
Description of event (ceilidh, swap shop etc):	
Expected number of attendees:	

Protection of Vulnerable Groups Declaration

To complete your booking, sign one of the following statements:

1. Children's activities

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet Safeguarding Children & Young People in the Church (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-CP.docx>) **or** equivalent publication approved by an accredited agency and have/has an understanding of it and undertakes to follow the Code of Practice contained therein. All those who are working with children under the age of 18 have had a satisfactory PVG scheme disclosure, and any new leaders will be required to complete a PVG disclosure check.

I understand that if the organisation which I represent is found to be in breach of this declaration St Peter's Church reserves the right to cancel any lease or hire agreement immediately.

Signed..... (Responsible Person) Date.....

Or A parent or guardian of each child and young person under the age of 18 will be present

Signed..... (Responsible Person) Date.....

Or The hire of the Hall is for the purpose of a private party for children attending by invitation only

Signed (Responsible Person) Date.....

Or The hire of the Hall does not involve work with children or young people under the age of 18

Signed (Responsible Person) Date

2. SERVICES FOR PROTECTED ADULTS

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Policy on Vulnerable Adults contained in the booklet Protecting Vulnerable Adults (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-VA.docx>) **or** equivalent publication approved by an accredited agency and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with Protected Adults have had a satisfactory PVG Scheme disclosure and any new leaders will be required to complete PVG disclosure check.

I understand that if the organisation which I represent is found to be in breach of this declaration St Peter's Church reserve the right to cancel any lease or hire agreement immediately.

Signed (Responsible Person) Date

Or The hire of the Hall does not involve services provided for Protected Adults

Signed (Responsible Person) Date

