

St Andrew's Parish Church, West Linton
Application for Property Let
FOR NON-CHURCH ORGANISATIONS / GROUPS

Organisation _____
Contact person _____
Address _____
Telephone _____

FOR OFFICE USE ONLY:
DATE RECEIVED.....
ACCEPTED/DECLINED.....
CONTRACT SENT.....
CONTRACT RETURNED.....
INVOICED.....
PAID.....

Responsible person to be in attendance as fire marshal:

Name _____ Mobile No. _____

PROPERTY AREAS APPLIED FOR - Please circle

New Hall New Hall back room Old Hall room 1 Old Hall room 2 Kitchen

PURPOSE OF LET (full details) _____

LET FREQUENCY (weekly, monthly, one-off) _____

DAY(S) OF WEEK _____

TIMES YOU WISH ACCESS TO THE ROOMS: FROM _____ AM/PM TO _____ AM/PM

(This should be the earliest time you want in, and the latest time you will vacate—so BE SURE TO INCLUDE SETTING UP AND CLEARING UP TIME)

START DATE _____ FINISH DATE _____

HOLIDAYS (dates inclusive) _____

Note: If you do not give good notice of holidays you may be charged for the heating of the building.

Provisional bookings will only be kept open for one week.

Property users must NOT allow children into the kitchen at any time even if accompanied by an adult.

The Kirk Session reserves the right to enter any part of the property at any time to facilitate necessary repairs, inspections or safety work.

SIGNATURE OF APPLICANT (Must be over 18 years of age) _____

If possible, please apply at least three weeks in advance of the requested dates. Please hand your completed form in to the manse.