

Let approved / not approved: Applicant informed.....
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**SINGLE USE LET APPLICATION FORM**

Please complete all appropriate parts of this form in **BLOCK CAPITALS** **yes**    **no (complete part 2)**

I, (Name)..... Parishioner...    

Address: .....

Tel No: (Home)  (Business)

On behalf of..... (Group Organisation)

Make application for use of the following accommodation: (Please tick)

Main Hall (Approx 150 seats)  Kitchen  Bar Area  Campsie Room (Max 15 seats)

For the purpose of holding .....

**(Type of function/description of activity if raising for charity the please supply the charity number) normal fee still applies**

I have read, understood and undertake to comply with the Conditions of let, as attached.

I have read and understand the Fire Evacuation Procedure and will ensure all those in attendance are aware of the above.

Signature of Applicant: ..... Date:  (Applicant must be 18 years or over)

**Part 2**

Please also give name address and telephone number of a parishioner who can provide further information concerning the organisation/function if required.

Name: .....

Address: ..... Post Code:

Tel No: (Home)  (Business)

**LET DETAILS** Please complete this section    Signature of supporting Parishioner .....

Day of the week	Date of Function	Hours			Approx Numbers	Age Group	
		Daytime	From	To			
Day of the week	Date of Function	Evening	From	To	To be out by Midnight	Approx Numbers	Age Group
				11:30pm			

Additional/Special Requests: .....

Let's will be available only until the end of a designated session. (e. g. Christmas, Easter, etc please see Parish Hall Conditions of Let on the attached sheet)

Please note that St Dominic's Parish Hall Management Committee reserves the right to refuse any application, or to alter, or discontinue an application at any time without incurring any liability to the applicant arising from such a refusal, alteration or cancellation.

Please return this form as soon as possible to the Committee Secretary	Michael O'Gorman 3 Carnoustie Crescent Bishopbriggs, G64 1BD  Tel: 0141 772 4920	Keys to be collected from Margaret Walls in the parish office any time from <b>4pm</b> , i.e. if Saturday these can be collected on the Friday, other dates will be arranged at the time.  <b>The full balance and deposit of £50 in case of any damage</b>
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This application will be considered by the Parish Hall Management Committee. The secretary will notify the applicant of the committee decision.

## Parish Hall Conditions of let terms

- A security deposit of £50 will be taken for all lets
- **The applicant shall be responsible for damage to the hall or its fixtures and fittings.** The hall shall be inspected before and after an event. Any damages shall be notified to the applicant. The sum required to repair the damages should be paid as soon as possible
- **After all, lets:** the hall must be left in a clean and tidy condition with rubbish put in relevant bins provided (**Re-cycling bins are provided for use**), tables must be wiped clean, floors swept and carpeted areas vacuumed. Cleaning materials and equipment are located in the Bar Area and will be available for all lessees to use during the terms of let.
- It is for the applicant to ensure that they meet all legal requirements and conditions that may affect their use of the hall or the running of any event.
- The maximum capacity of the hall is 150 people — no exceeding of this limit will be permitted.
- **Hall lets are not available during:** Holy Week, 40 hours, All Souls Day, Christmas, Easter or Sunday afternoons except for Baptismal functions, during Church services.
- **Smoking is not permitted in the Hall building,** please use smoking bin provided on wall in designated area outside and this must be used do not throw cigarette ends on ground or in Grotto. **Taking of glasses/bottles outside is not permitted.**
- **No chewing gum,** this is totally prohibited anywhere on the premises.
- **Music and noise must be kept to a minimum** St Dominic's aim to maintain good relationships with neighbours; our Parish regard it as important that music should **NOT BE SO LOUD AS TO DISTURB LOCAL RESIDENTS.** Partisan tunes must not be played. At the end of late night functions, please leave quietly, as children in nearby houses may be asleep. **All functions must finish by 11.30pm and the hall cleaned and locked up for mid-night.**
- **No licensed functions:** No outside bar facilities will be permitted use of the hall at any event. No one under 18 to allowed alcoholic drink, you may bring your own but are forbidden to sell any alcohol.
- All food catering is the responsibility of the applicant.
- Kitchen areas must be cleaned thoroughly after use. The Dishwashing facilities are only used to wash cups and glasses.
- **Teenage 16th-18th birthday parties are not permitted in the hall.**
- **Children must be supervised by the appropriate number of adults;** Children are not allowed to play in the Church grounds, toilets or corridor areas of the hall.
- **Table decorations,** wall decorations can only be affixed using Blue tac fixings, **NO SELLOTAPE ON WALLS** as this is destroying the walls.
- Please be aware that **CCTV** is in use in the hall and surrounding areas, this will be checked if necessary.
- **Fire Doors/Emergency doors:** must be kept closed at all time during your let to comply with Health and Safety Legislation & Fire Regulations **must only be used in emergencies not to be opened at any other time.**
- **Serial Lets:** will be superseded where required at short notice for Parish requirements (Funerals). Serial Let contacts will be notified in advance.
- Car parking facilities are available free of charge, Vehicles can be left overnight and collected the next morning, private cars are left at the owners own risk. St Dominic's RC Church cannot be held and will not be responsible or liable for any damage(s) or theft(s) to or from patrons' vehicles at anytime.
- **Fire Evacuation Procedures:** In the event of a Fire Alarm sounding (a single continuous ringing bell) the lessee must ensure that everyone evacuates the hall areas using the two fire exit doors clearly shown. **If a fire has broken out dial 999 immediately when outside the hall** and request the Fire Service to attend St Dominic's Church Hall, Kirriemuir Rd, Bishopbriggs, G64 1DL.

I have read, understood and undertake to comply with the Conditions of let, shown above.

I have read and understand the Fire Evacuation Procedure and will ensure all those in attendance are aware of the above.

Signature of Applicant: .....