Application Form for Hiring of Church Facilities

Please complete the following application form and return to the Halls Convenor :

**Email**: 🡺FortWilliamKilmallieCofS@gmail.com **Mobile enquiries to the Minister**: 07359 820 391

1. **Date of event** (please provide all dates for multi-bookings on a separate sheet)\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date this Application completed** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name of organisation** (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your organisation a registered charity? Yes No**

1. **Activities you wish to use the facilities for**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name of person responsible for hire** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postcode** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Home** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Business** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Invoice name & address** (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Times of hire** (including all preparation and clearing up time)

**Access Time** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure Time** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Numbers attending** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **In respect of the Protection of Vulnerable Groups:**
3. Are children and young people under the age of 18 years participating in your event / activity?

**Yes No**

1. Are vulnerable adults over the age of 16 years participating in your event / activity?

**Yes No**

1. **Venue:** (please tick) and **Areas of buildings** required (please tick).

**Venue:** (please tick) **Area(s) of building required** (please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sanctuary** |  | **MacIntosh Hall** |  |
| **Session Room** |  | **Old Hall** |  |
| **Upper Room** |  | **Main Kitchen** |  |

|  |  |
| --- | --- |
| **Duncansburgh** |  |

|  |  |
| --- | --- |
| **Corpach** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sanctuary** |  | **Corpach Hall** |  |
|  |  | **Kitchen – see\*** |  |

1. **At the Duncansbugh : do you intend to provide catering, excluding the provision of tea / coffee?**

**Yes No**

**If ‘yes’, please provide name of responsible person who requires to have a Food Hygiene Certificate.**

**\* At Corpach Church Hall: currently the Kitchen can be used for the provision of teas/coffees/ soft drinks and biscuits/home baking; until further notice these kitchen facilities do not meet current regulations and thus must not be used for the preparation and cooking of food.**

1. **Do you intend to charge an entrance fee to your event? Yes No**

**If ‘yes’, please specify amount to be charged** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have you arranged with the Hall Convenor for the use of additional services? Yes No**

**If ‘yes’, please provide name of person responsible**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_