

BOOKING FORM – REGULAR BOOKINGS

Murrayfield Parish Church, 2b Ormidale Terrace, Edinburgh EH12 6EQ.

Telephone : 0131 337 1091 Registered charity No: SC005198

website: www.murrayfieldparishchurch.org.uk

Email: office@murrayfieldparishchurch.org.uk

Group Name		
Full Name of Hirer		
Address of Hirer		
Billing address (if different from above)		
Telephone		
Email		
DATES OF BOOKING (indicate any holidays)		
Times	Arrival Time	Leaving time (after clear-up)
Room(s) Booked	Main Hall <input type="checkbox"/> , Stage <input type="checkbox"/> , Kitchen <input type="checkbox"/> , Dove <input type="checkbox"/> , Upper room <input type="checkbox"/>	
Request	Number of Chairs	Number of tables

Expected number at sessions: _____

Cost per session: _____
cost: _____

Total

I HAVE BEEN GIVEN/DOWNLOADED THE USER GUIDE AND THE FIRE PROCEDURE NOTICE WHICH I WILL MAKE AVAILABLE TO MY GROUP .I AGREE TO KEEP TO ALL THE CONDITIONS AND GUIDELINES IN THE USER GUIDE.

I WILL ENSURE THAT MY GROUP FINISHES ON TIME AND THAT I WILL LOCK UP AT THE AGREED TIME, LEAVING THE HALL IN THE CONDITION I FOUND IT, RETURNING ALL TABLES AND CHAIRS TO THEIR ORIGINAL POSITIONS AND REMOVING ANY RUBBISH TO **the appropriate recycling receptacles in the halls-**

N.B. larger groups and those holding parties/gatherings must remove all rubbish items from the premises as we have minimum refuse uplift.

I AM OVER 18.

Signature of applicant: _____

Date: _____

PLEASE NOTE: until you have received confirmation the booking must not be considered firm. **PLEASE ARRANGE FOR A KEY TO BE PICKED UP DURING OFFICE OPENING HOURS 9AM-11.30AM MON-FRI.**

Office use only

Booking confirmed:

Date: