

## BOOKING FORM – CHURCH BOOKINGS

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

Telephone : 0131 337 1091 Registered charity No: SC005198

website: [www.murrayfieldparishchurch.org.uk](http://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:** \_\_\_\_\_

**Total cost:** \_\_\_\_\_

**Childcare: YES/NO (please circle)** **Child protection support staff responsible** \_\_\_\_\_

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 AM OVER 18.

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 OUTSIDE BINS BY THE SIDE OF THE CHURCH

**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.**

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Office use only

Booking confirmed:

Date: