

BOOKING FORM – ONE OFF 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

FULL PAYMENT IS REQUIRED PRIOR TO KEY COLLECTION. Cheques should be made payable to Murrayfield Parish Church”,

or by BACS: sort code 80-02-78 account number: 00818925 (please add your name to identify payment)

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: _____

Hire Cost per session: _____

Total cost:

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 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.**

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:

Cost per session £

Total cost £

Date: