**Application for Hall Let**

All applications will be considered by the Kirk Session. Please provide sufficient information to allow the Session to assess the application.

**Applicant**: ………………………………………………………………………………………………………..

E-mail and phone contact: ………………………………………………………………………………..

**Name of organisation/company: …………………………………………………………………….**

**Address: …………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………..**

**Proposed Use**: …………………………………………………………………………………………………………………….

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**Accommodation required**: Large hall ……………………………. YES / NO

 Small hall ……………………………. YES / NO

 Kitchen ……………………………. YES / NO

**Date and Time**: Once only: …………………………………………………………………………………………………..

 Regular let: ……………………………………………………………………………………………….

 ……………………………………………………………………………………………..

**Number of persons** **attending** (including staff): …………………………………………………………………….

**Current Charges:**

|  |  |  |
| --- | --- | --- |
| **Hall** | **Social/Charitable Rate** | **Commercial Rate** |
|  | First hour | Additional hours | Per hour |
| Large Hall | £20.00 | £15.00 | £30.00 |
| Small Hall | £15.00 | £10.00 |  |
| Kitchen | By negotiation according to proposed use |

The Kirk Session reserves the right to set limits to numbers within the hall areas at any given time.

The let will not include use of the kitchen unless a specific request is made in writing and is granted.

Hall lets must be paid in advance of the Time of Use as directed by the Treasurer by any means reasonably required by the Congregation (normally direct to the Congregation Bank Account). The Charge shall be reviewed from time to time by the Congregation. The Congregation shall provide notice in writing should there be any change in the Charge.