

Booking the Church Centre

Venues Available

The seating capacity of each venue is given in brackets.

St Andrew Hall (60)
Queen Margaret Hall (50)
Vennel Hall (60)
Sanctuary (250)¹
Lounge (20)
Harbour Room (8)

Note 1: Specific permission to use the sanctuary will normally be required. Please contact the Church Secretary.

Schedule of Rates

Please contact the Church Secretary.

Booking Form (see detailed terms and conditions)

[A form with fields as follows, that would be submitted to office@qpcweb.org]

Venue Requested
Date/Time Requested
One off/Regular (Give frequency)
Purpose of let
Activities which will take place
Estimated Numbers
Kitchen Required Y/N
Special Requirements
Contact Name
Contact Phone Number
Contact Email Address

Terms and Conditions

Keys and Security

Keys for regular users of the hall are signed out to a responsible keyholder. If there is a change of keyholder please inform the Church Secretary.

Keys for occasional use of the halls can normally be obtained from the Church Secretary on Monday, Wednesday, Thursday or Friday between 10 a.m. and 12 noon and should be returned as soon as possible. To avoid heating expenses, cancellations must be advised as soon as possible. Please contact the Church Secretary. If no notice of cancellation is received, a charge for heating is likely to be made.

There is an intruder alarm so do not attempt to enter the building at times you are not expected or when the Church Centre is not in use.

Vennel Hall: There is an entry phone system in use. If the door is closed, press buzzer beside door for admittance.

Alcohol

The use of alcohol is not normally permitted. If your event will involve the drinking of alcohol, please contact the Church Secretary.

Safeguarding

The user is aware of the legislation relating to the safeguarding of children and young people and has read and understood the relevant Church of Scotland Safeguarding materials and will follow its provisions. The user has adopted a recruitment procedure for working with children and young people which, where appropriate, includes requiring staff (whether employees or volunteers) to be members of the Protection of Vulnerable Groups Scheme as laid down by the Protection of Vulnerable Groups (Scotland) Act 2007. If the user is found to be in breach of these undertakings, the congregation has the right to terminate any agreement with immediate effect.

St. Andrew Hall

Tables and chairs to be left clean and stacked in the designated places at the side of the hall, well clear of the piano. (There is an illustration on the wall beside the hatch showing how the chairs should be stacked. A trolley is available to help move the chairs.) Floor to be swept if necessary.

Queen Margaret Hall

Tables to be replaced in the cupboards and chairs stacked. Hoover (in cupboard at back door) to be used if necessary.

The Lounge

Chairs and tables to be left as they are found. Hoover to be used if necessary.

Kitchens

Sinks, worktops and floor to be left clean. All rubbish to be placed in bin bags.

Your attention is drawn to the rules regarding health, safety, food hygiene etc. on display in the kitchen. If you have any queries about these, please contact the Church Secretary.

For safety reasons, young children should not be in the kitchen when boiling water is being used.

All cupboards to be kept tidy and doors kept closed. Please remember that provisions (e.g. tea, coffee, etc.) in cupboards will belong to organisations and should not be used – unless you own up or replace!

Fair Trade sugar sticks are provided for all organisations using our church kitchen. Please take the sugar directly from the main boxes in the cupboard under the urn and do not store in your group boxes. This will help to monitor the use of the sugar sticks and maintain fresh supplies.

Vennel Hall Kitchen

- All rubbish to be taken away. Do not use the wheelie bin outside the Hall as it does not belong to the Church.
- The urn must be emptied and dried after use.
- Lost property should be placed in the Lost Property cupboard in kitchen.

Breakages and Injuries

Any breakages, damage or injuries incurred during the lease period should be notified to the Church Secretary immediately.

Environmental Guidelines

As a registered Eco-Congregation, Queensferry Parish Church is striving to minimise its environmental impact. We would therefore appreciate if you were able to adhere to the following environmental guidelines which are being issued to all users of the church premises:

- Where possible, please use the washable kitchen crockery (other than the crockery marked with the 'Guild's emblem') in preference to disposable materials. Plastic (such as disposable cups, plates and cutlery) cannot readily be recycled and so should be avoided where at all possible.
- Please recycle paper in the **BLUE waste paper BAG** in the kitchen or the **WHITE** cardboard **BOX** located at foot of the office and toilet stairwell.
- Please recycle glass bottles, jars, cans, tins and clean foil by placing in the **BLUE BOX** provided in the kitchen.
- Please recycle cardboard and cardboard drinks cartons by placing in the **RED BOX** in the kitchen
- Please place any green waste (e.g. tea bags, coffee grounds, peelings but no cooked food) in the **GREEN kitchen caddy** by the cooker.
- Please recycle plastic bottles in the Community Recycling Facility at Scotmid (opposite the church and down the hill)

Please note that there is a laminated sheet fixed to the kitchen wall (above the cooker) which provides a summary of the recycling instructions.

First Aid

The First Aid boxes are in the St. Andrew Hall kitchen and the Vennel kitchen. An accident book is kept in the First Aid boxes and a record of any incident should be made in this book. A portable wheelchair and blanket/cushion are stored in the disabled toilet on the ground floor.

Toilets

Toilets must be left tidy. Keyholders must ensure that the paper towels are disposed of responsibly, i.e. in the bins provided. The paper towels are expensive and are provided only for hand-drying purposes.

Fire Door

Access to the Fire Door must not be blocked. If the fire door at the foot of the office and toilet stairwell has been opened for access, the last person to leave must close the door from the inside.

Your attention is drawn to the Fire Safety notices on display at key points around the building.

No valuables or money to be left.

Ensure that all lights, water heater and extractor fans, including in the toilets, are off and that all persons have left the premises before locking up.