

# Giffnock South Parish Church

## APPLICATION for LET of Hall ACCOMMODATION

Please use this form for one-off or regular lets. If you have been granted accommodation but wish to change the arrangements, please use the **Accommodation Amendment Request Form**.

Forms, which can be downloaded from the Church website [www.giffnocksouth.co.uk](http://www.giffnocksouth.co.uk), should be completed and emailed to the Hall Convenor at: [brendawilliams2@me.com](mailto:brendawilliams2@me.com) or left in the Church Office for the attention of the Halls Convenor.

Before completing this form you should note the following:

1. Applications should be submitted in plenty of time prior to requested let commencing. In the case of special usage applications (via the Halls Convenor) require the approval of the Congregational Board which meets October, December, February, April and June each year.
2. Details of all required rooms/halls must be provided.
3. If the let is over a number of weeks you must include details of times when accommodation is **not** required.
4. Please include setting/clearing up times. These should, therefore, be when the let starts and finishes and not when the activity starts/finishes.
5. For regular bookings an application is only required to be made once but any desired amendments/changes in arrangements must be made prior to any change being implemented, by means of the **Accommodation Amendment Request Form** which will be sent out on an annual basis.
6. Once your request has been granted you will require to agree and sign a letting agreement.

**Name of Organisation**

---

**Contact Person in Organisation**

**Name**

---

**Address**

---

---

**Email**

---

**Telephone number**

---

**Signed**

---

**Position**

---

**Date**

---

Accommodation Requested	Day of Week	Required From	Required to

Period of Let \_\_\_\_\_

Times within above period when let not required - e.g. school holidays **\*\*PLEASE PROVIDE ACTUAL DATES\*\***

\_\_\_\_\_

Average numbers attending \_\_\_\_\_ Is there a charge to those attending YES/NO

How will the accommodation be used? \_\_\_\_\_

\_\_\_\_\_

Does your organisation receive funding from other sources? YES/NO

Is your organisation a registered charity? YES/NO

If YES, what is the charity registration number \_\_\_\_\_

Details of insurance cover for your activity - please supply policy information

\_\_\_\_\_

Are you required to comply with the Protection of Vulnerable Groups legislation in respect of children, young people or 'protected adults' YES/NO

If YES, what measures do you have in place? \_\_\_\_\_

Will you require the services of the Church Officer? YES/NO

If YES, in what capacity? \_\_\_\_\_

Will you require a theatre or public entertainment license? YES/NO

If YES, please provide details \_\_\_\_\_

\_\_\_\_\_