

# St Peter's Episcopal Church, Kirkcaldy: Booking Form

Charity Number: SCO10443

## THE PREMISES ARE LET OUT IN SESSIONS OF 4 HOURS:

SESSION 1: 0900 – 1300

SESSION 2: 1300 – 1700

SESSION 3: 1800 – 2200

## COST:

CHURCH: £30 - £40 PER SESSION CAPACITY: 80

LARGE HALL: £30 PER SESSION CAPACITY: 50

SMALL MEETING ROOM: £20 PER SESSION CAPACITY: 12

- All lets include use of the kitchen to make hot/cold drinks. Tenants use their own provisions and the kitchen is left as found (during current Covid guidelines, tenants are also asked to provide and wash their own crockery). Please advise on the booking section whether or not you will be using the kitchen.
- One dedicated parking space is available to tenants.
- In accordance with current Covid guidelines, tenants are required to administer Track & Trace systems. It is the responsibility of tenants to follow current Scottish Government Covid Protocols.
- A caretaker will set up rooms in accordance with instructions listed on the booking form.
- Tenants are asked to strictly adhere to their booking times and not arrive too early. This is to facilitate deep cleaning, change of use and heating requirements.
- Payment to Treasurer, Judy Webster, either by cheque made payable to 'St Peter's Episcopal Church' or for bank transfer details, please contact: [websterwebs1@sky.com](mailto:websterwebs1@sky.com)

For further information please contact Andrea Ladyka

Email: [bookings@stpeterskirkcaldy.co.uk](mailto:bookings@stpeterskirkcaldy.co.uk)

Mobile: 07716568788

**Details of who is making the booking:**

<b>Organisation:</b>
<b>Contact Name:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>

**Details of Requirements**

	<b>SESSION</b>	<b>NUMBER ATTENDING</b>	<b>KITCHEN YES/NO</b>	<b>CARETAKER YES/NO</b>
<b>CHURCH</b>				
<b>LARGE HALL</b>				
<b>SMALL ROOM</b>				

**Single Meeting: Day/Date:**

**Block Meeting: Start Day/Date and Subsequent Day/Dates:**

<b>Caretaker Requirements:</b> e.g. hall set out in meeting style 2 tables set up in vestibule
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**details for person in your organisation who is St Peter's Key Holder:**

**Name:**  
**Phone Number:**  
**Email Address:**

**Signed: Date:**

**All tenants are responsible for their own Public Liability Insurance**