

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. Please advise on the booking section whether or not you will be using the kitchen.
- One dedicated parking space (Space 15) 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.
- WiFi Internet available.
- 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

For further information please contact Andrea Ladyka

Email: bookings@stpeterskirkcaldy.co.uk

Mobile: 07716568788

Details of who is making the booking:

Organisation:

Contact Name:

Address:

Telephone:

Email:

Details of Requirements

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

Single Meeting: Day/Date:

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

Caretaker Requirements:

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