



St Mary's Episcopal Church  
Dalmahoy

APPLICATION FOR USE OF THE DOUGLAS HALL FOR  
PRIVATE FUNCTIONS.

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel Nos. Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Date and times required \_\_\_\_\_

Proposed Use \_\_\_\_\_

Approximate numbers attending \_\_\_\_\_

(Please note that due to Fire regulations 100 seated people are the maximum allowed, and that car parking facilities are limited)

BAR FACILITIES - Please indicate if a Bar will be present YES/NO

CATERING - Please indicate if food will be supplied YES/NO

A Booking Fee of £10 per hour (max fee of £50) is payable with this application, together with a Refundable Deposit of £50 contingent with the Hall, Kitchen and Toilets being left in a tidy condition, broadly as they were before the function. Rubbish and recycling to be placed in the outside bins located by the entrance.

I/We have read the Terms and Conditions for the use of The Douglas Hall and agree to abide by them. I/We request the use of the Douglas Hall as stated above.

Signed \_\_\_\_\_

Date of Application \_\_\_\_\_

## Terms and Conditions

1. All necessary arrangements for a Bar to be present are the responsibility of the person named on the application. No Bar may be provided without the relevant Licence being obtained and provided to the Hall Committee prior to the event.
2. The Food Safety (General Food Hygiene) Regulations 1995 legally bind anyone selling or processing food to make sure that they carry out their operation safely and hygienically. Food prepared offsite to be served will be the event organizer's responsibility. Hot and cold beverages may be made onsite. It is assumed that Caterer's will supply the organizer with proof of relevant documentation and have it on hand if required.
3. The organisers of the function should ensure that they themselves and/or their caterers, licensee or anyone else supplying services to the function carry their own Public Liability Insurance. St Mary's Church will not be held liable for any damage whatsoever to any person or property attending the function.
4. Please respect the privacy and repose of the neighbours when using and leaving the premises so that no public nuisance or disorder takes place. The hall must be **vacated** by **11.30pm**.
5. St Mary's Church is entitled to withhold all or any part of the Refundable Deposit if in its discretion it considers that the premises have not been left clean and tidy or any damage has been done to the Hall or surrounding property. Additional action will be taken to cover damage cost's St Marys may incur beyond the deposit.
6. Cheques should be made payable to St Mary's, Dalmahoy.
7. Parking shall only be in the areas shown on the accompanying parking lot map. Parking in areas other than shown will result in loss of deposit.

Signed The Douglas Hall Committee  
August, 2018

## St Marys Church Children's Safeguarding Policy

In order to safeguard children and young people under the age of 18 in the Church any person using the hall **must sign one** of the three following declarations:

1. (a) I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet 'Safeguarding Children and Young People in the Church' or a similar document approved by an accredited agency (eg. Guides or Boys' Brigade) and have an understanding of it and undertake to follow the Code of Practice contained therein. All those who are working with children under the age of 18 during this Hall Let have had a satisfactory Enhanced Disclosure (Criminal Record Check).

(b) I understand that if the organisation I represent is found to be in breach of this declaration the Church reserves the right to cancel any leasing or hiring agreement immediately.

Signed .....(Responsible Person)      Date .....

Print name .....

**Or**

2. A parent or guardian of each child and young person under the age of 18 will be present.

Signed .....(Responsible Person)      Date .....

Print name .....

**Or**

3. The hire of the Hall does not involve work with children or young people under the age of 18.

Signed .....(Responsible Person)      Date .....

Print name .....

*Barbara Steele, Provincial Child Protection Officer, Scottish Episcopal Church.  
January 2004*

Cottage  
1 & 2

No  
Parking  
in front  
of  
Cottages

Entrance  
  
Driveway

St Mary's Church Hall  
  
Hall Entrance

Cottage 3, 4 and 5

No Parking in front of Cottages

Driveway



Accessible  
Parking

Church Walkway

Park along fence  
  
Parking  
Allowed  
In  
Middle  
  
Park along line of trees

No  
parking -  
field  
entrance