



## Hire Information - as from 16 August 2017

We have designed the church to be a welcoming inclusive church both for worship and also for the community as a comfortable and flexible venue. When hired, all rooms will have access to the modern kitchen and the toilets, (baby changing and disabled facilities available) as well as the 35 space car park. The café area and back room are also equipped with televisions and the sound system.

### Description of Rooms

On entering the building there is a welcoming café area with a servery through to the modern fully equipped kitchen. This area also has a fantastic state of the art soft play area for small children, (under 6's) along with comfortable sofa seating. We can hire out the auditorium space and chairs in this area can be moved to the side. The café area can be let along with this space or on its own. However, please note the café area is where access to the building is so other users may need to use this space to come and go. We also have a good sized room in the right side of the building. Finally, the building can be let out as a whole.

### Who can hire

Our rooms and worship space will be available for day and evening bookings. We can accommodate large or small groups for a range of activities (conferences, childrens clubs, concerts, meetings, activity and community groups etc...). If interested please get in contact and we will see if our church can work for your group or event.

### How to Book

Please enquire for bookings at [bookings@dunfermlineeastchurch.org.uk](mailto:bookings@dunfermlineeastchurch.org.uk) or Ann Gilbertson on 07966743758

<b>Rooms to Rent</b>	<b>Peak Rate</b>	<b>Off-Peak Rate (before 6pm)</b>	<b>Charity Rate</b>
Auditorium	£33 per hour	£22 per hour	£17 per hour
Café Area	£33 per hour	£22 per hour	£17 per hour
Auditorium and café together	£44 per hour	£33 per hour	£22 per hour
Back Room	£13 per hour	£13 per hour	£9 per hour
Back room and café together	£39 per hour	£28 per hour	£22 per hour
Whole building	£55 per hour	£44 per hour	£28 per hour

# Conditions of Use

All users will be asked to sign a contract of use. However, here are some points:

**Church Use** – there may be occasions (funerals or times during school holidays) when the church require use of the building when a hirer would usually meet. In such circumstances the group will be given notice and refunded for the period.

**Soft Play** – please note this available for use by all hirers, (unless the café area has been rented out). We ask that all users read and abide by the height restrictions and rules. **Please note that the church cannot take responsibility for injury caused.**

## **Kitchen - Food and Drink / Food safety**

Access to the kitchen for hot water or simple activities such as preparing a snack for children (to be discussed in advance) is usually included in the hire cost. Cooking should be arranged / discussed in advance. Please follow any guidance in the kitchen. Children are not allowed in the kitchen.

## **Alcohol**

The church does not have a licence so alcohol cannot be sold on the premises. The church does not want alcohol to be consumed on the premises.

## **Gambling**

Gambling is not permitted.

## **Animals**

No animals are permitted in the building, with the exception of assistance dogs.

## **Lighting / Heating**

Included in the cost of the hire is lighting and heating and access to hot water.

## **Damages**

Any damage to the premises caused by hirers shall be paid for by them.

## **Public Liability Insurance**

Users of the church should ensure they have adequate public liability insurance in place.

## **Entry / exit**

We do not intend to give users keys but instead to open the church and necessary rooms for hirers. This should ensure alarms, heating, lighting etc is all set up for users.

## **Setting / Clearing up**

We would expect users to leave the rooms they use in the condition they found them. Please advise if a room was not left in an acceptable condition. If large pieces of furniture require to be moved, e.g the chairs in the worship space the church will arrange for this to be done in advance on request.

Access to the room will be available 15 minutes before the booking. **Additional setting up and clearing up time should be included in the period that you book.**