



QUEEN'S CROSS CHURCH

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Albyn Place, Aberdeen AB10 1YN – Email: bookings@queenscrosschurch.org.uk

Telephone Church Office: 01224 644742

HALL LETS INFORMATION

Dear Enquirer,

Thank you for your enquiry regarding booking accommodation in our premises. Here are details for your information

On the following page is a copy of the Appendix attached at the back of the Letting Agreement, and we ask that you note carefully the five sections in this, so that you make sure that your Public Liability Insurance Policy covers all the points which our insurers require as a condition of your Let.

We advise you to consult your Insurance Broker or Insurer, and you can detach the Appendix to send to either one of them, so that they can confirm that all the sections are covered.

We do need to see written confirmation from them that the necessary Public Liability Insurance is in place, and that it covers the period of your Let.

Once you have confirmed that you wish to proceed with your booking, we will prepare and ask you to sign a **Letting Agreement** and return this to the Church Office along with a copy of your Public Liability Insurance Policy, and the note of confirmation from your Insurer. We shall then send you a copy of the signed Letting Agreement for your files.

If there is anything at all that you wish to discuss, please contact Mrs Elizabeth Ferguson, Clerk to the Congregational Board, on [01224-315949](tel:01224-315949).

Mrs Marina Vega, Bookings Administrator.

TERMS & CONDITIONS OF LET OF CHURCH AND CHURCH HALLS

EXTRACT FROM LETTING AGREEMENT

Appendix to Terms and Conditions of Let

1. The Limit of Indemnity should be no less than £5,000.000.
2. **Damage to leased, hired or rented halls and/or premises should be included in the scope of cover.**
3. An “Indemnity to Principals” clause should be included in the Policy’.
4. A “Member to Member Liability” clause should be included in the policy.
5. The amount of any excess under the policy should normally be no greater than £250 (although under some umbrella scheme policies it may not be possible to alter the standard excess).

Any enquiries re the above information to Clerk to the Board

Elizabeth Ferguson on 01224 315949

QUEEN'S CROSS PARISH CHURCH

HALL LET RATES

MAIN HALL	Normal - £100; Regular Users - £82; Charity - £70 A charge of £25 will be made if the kitchen is required; Additional Hour: £20
LOUNGE	Normal - £50; Regular Users - £41; Charity – £36; Additional Hour: £15
SESSION ROOM	Normal - £45; Regular Users - £36; Charity - £30; Additional Hour: £15
OFFSTAGE ROOM	Normal - £30; Regular Users - £25; Charity - £25; Additional Hour: £10
COMMITTEE ROOM	£25, with no discounts for Regular Users/Charities; Additional Hour: £10
UPSTAIRS HALL	Normal - £45; Regular Users - £40; Charity - £30; Additional Hour: £10
<p>These rates apply to a THREE HOUR PERIOD. Periods over three hours will be charged extra at a proportion of these rates.</p> <p>Previous day or early access 'setting up' time will be charged extra. Please allow for 'clearing up' - booking times must be adhered to – there may be another booking immediately following yours!</p> <p>Cheques to be made payable to 'Queen's Cross Church'. Regular Users requested to pay monthly.</p> <p>Please note that (1) it is assumed that your organisation or group carries its own insurance and that (2) if alcoholic refreshment is to be served, application for an Occasional Licence must be made to Aberdeen City Council and, when granted, a copy of the Licence be sent to me along with the signed Letting Agreement.</p> <p>These rates will apply from 1st August 2015 until 31st July 2016.</p>	

We are an ECO Friendly Church but our recycling facilities are limited and costly. It would be appreciated if your group leaves rooms clean & tidy, (*removing and disposing of your own rubbish especially bottles etc.*)

If furniture needs to be rearranged, we ask that all items are repositioned as they were on arrival.

**Please do not blu tack/tape or pin posters etc to painted walls as this damages paintwork.
Thank You.**

PARKING RESTRICTIONS

I am sorry to say that we have to impose parking restrictions in the Church forecourt. This is for two reasons:

1. **The forecourt is the Fire Assembly Point for the Church.** In the event of a fire, it has to be clear as possible so that people can gather there. We also need to leave access for emergency service vehicles in the event of anything untoward happening.
2. As you will be able to see for yourselves, **the ground in the forecourt and the associated drainage are being badly affected** by the unlimited parking that happens at the moment.

Accordingly, padlocks will be placed on the chains at both Carden Place and Albyn Place gates, **and parking will be restricted to the elderly, the disabled, workmen and one or two named individuals.** I am sure you will understand the situation and will be happy to co-operate.

Rev. Scott Rennie