



# QUEEN'S CROSS CHURCH

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Albyn Place, Aberdeen AB10 1YN – Email: [bookings@queenscrosschurch.org.uk](mailto:bookings@queenscrosschurch.org.uk)  
Telephone Church Office: 01224 644742

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## LETTING INFORMATION

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Dear Enquirer,

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

On the following page is a copy of the Appendix attached at the back of the Terms & Conditions Document 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 **Booking Confirmation document** that you will have to return to the Church Office along with a copy of your Public Liability Insurance Policy and the payment.

*If there is anything at all that you wish to discuss, please contact [Mrs Marina Vega, Bookings & Events Coordinator, on 01224-644742](mailto:Mrs Marina Vega, Bookings & Events Coordinator, on 01224-644742)*

Mrs Marina Vega, Bookings & Events Coordinator.

## **TERMS & CONDITIONS OF LET OF CHURCH AND CHURCH SPACES**

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### **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 spaces 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).

## QUEEN'S CROSS PARISH CHURCH

### LET RATES

<b>MAIN HALL</b>	<b>Prices From - £105;</b>	Additional Hour: £20
<b>CHURCH KITCHEN</b>	<b>Use of cooker, dishwasher per event</b>	- £20
	<b>Use for tea/coffee per event</b>	- £8
<b>GARDEN ROOM</b>	<b>Prices From - £60;</b>	Additional Hour: £15
	<b>Use of Garden Room kitchenette for tea/coffee</b>	- £8
<b>SESSION ROOM</b>	<b>Prices From - £51;</b>	Additional Hour: £15
<b>UPSTAIRS HALL</b>	<b>Prices From - £51;</b>	Additional Hour: £10
	<b>Use for tea/coffee of the Upper Hall Kitchenette</b>	- £8
<b>Evening Use of COFFEE HOUSE space</b>	<b>Prices From - £40;</b>	Additional Hour: £14

These rates apply to a **THREE HOUR PERIOD**. Periods over three hours will be charged every additional hour.

**Previous day or early access 'setting up' time will be charged extra. Please allow time for 'clearing up' - booking times must be adhered to, there may be another booking immediately following yours! Whenever considered necessary, an additional £40 will be charged for cleaning expenses.**

If you wish to rent a **storage space**, cupboards in the premises can be hired (**yearly rental £60**, payable in advance). Please note that the number of storage covers is limited, there might not be one available at the moment of your request.

Payable in advance by cheque (payable to 'Queen's Cross Church') or BACS.

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.

These rates will apply from 1<sup>st</sup> April 2018 until 31<sup>st</sup> July 2019.

**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 BluTack/tape or pin posters etc to painted walls as this damages paintwork. Thank You.**

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## PARKING & USE OF FORECOURT

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Queen's Cross Church has a forecourt but access is restricted to authorised persons.

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.

I am sure you will understand the situation and will be happy to co-operate.

On-street parking is available on the many streets surrounding Queen's Cross Church. However, Albyn Place and Carden Place are Pay & Display streets and parking is limited to 4 hours on both streets. On other streets around Queen's Cross Church, parking is free and unlimited during the weekends.

**Rev. Scott Rennie**