

Name of Organisation / Person Booking:

Tel:

Address with postcode:

Purpose of Hall Booking:

Name, tel.no., address and postcode for invoice if different from above:

Accommodation Required (please tick box)

- | | | |
|----------------------|--|--------------------------|
| Main Hall | [Normal Seating Capacity: 170 in rows] | <input type="checkbox"/> |
| Library / Choir Room | [Normal Seating Capacity: 45] | <input type="checkbox"/> |
| Meeting Room 1 | [Normal Seating Capacity: 20] | <input type="checkbox"/> |
| Meeting Room 2 | [Normal Seating Capacity 15] | <input type="checkbox"/> |
| Meeting Room 3 | [Normal Seating Capacity 15] | <input type="checkbox"/> |

Please Note that kitchen facilities are available but cannot be booked by any one organisation – use of the kitchen must be shared with all users of the hall.

Date or Dates of Booking:

Time of Booking (please allow for preparation / clearing up time):

Start: _____ End: _____

Please give this further information:

- Number of chairs required: _____ Number of tables required: _____
- Do you need the P.A. system (Main Hall only) or any other equipment? _____
- Do you need use of a projector _____ and screen? _____
- Do you need the urn? _____ (Please provide own tea towels)
- Do you intend alcohol to be available? _____ (Please see Regulations attached)

Current Hall Charges (per hour)

for Community Use

Commercial Use

MAIN HALL	LIBRARY ROOM	MEETING ROOM		MAIN HALL	LIBRARY ROOM	MEETING ROOM
£12.25	£8.45	£6.90		£20.50	£14.25	£8.25

How to pay: Please give payment to Callander Kirk Office - see 'Important Information 2'.

Please note :

- Every effort will be made to ensure you receive the date(s) and time(s) you wish, but this cannot be guaranteed.
- Enclosed with this Booking Form is a copy of the current Regulations and Information for Hall Users. It provides essential information for you.
- Protection of Vulnerable Groups** : All leaders of groups involving children and vulnerable adults within Callander Kirk are members of the PVG Scheme and have undergone relevant clearance checks. It is highly recommended that leaders of community groups/events involving children and/or vulnerable adults, who use church premises, are also members of the PVG Scheme. The Church of Scotland Policy Statement is located on the Hall noticeboard. Any safeguarding concerns should be reported promptly. Contact details for the Safeguarding Coordinator, Police and Social Services are displayed on the noticeboard.
- There is no public telephone on the premises, but one is located on South Church Street near main entrance of the Hall.

Please return this form to: Callander Kirk Office, South Church St, Callander, FK17 8BN

Tel: 01877 331409 (Wednesdays & Thursdays 10.30am-1.00pm) e-mail: callanderkirk@btconnect.com