



LANGSIDE CHURCH  
 167-169 Ledard Road  
 Glasgow, G42 9QU  
 0141 632 7520

# ROOM BOOKING APPLICATION FORM 2018/19

<b>Name of Organisation</b>			
<b>Contact Name</b>			
<b>Telephone</b>			
<b>Email</b>			
<b>Address</b>			
<b>Purpose of Booking</b>			
<b>Status (please select)</b>	Commercial / Non-Commercial		
<b>Day and frequency</b> E.g. Tuesday, weekly			
<b>First day of booking</b> (season begins June 2018)		<b>Last day of booking</b> (season ends May 2019)	
<b>Time of Booking</b> (Include set-up and clearing)	From: To:	<b>Kitchen/Tea/coffee facilities needed?</b>	Yes / No
<b>Rooms requested</b>	Sanctuary	Small Hall	
	Large Hall	Upper Room	
	Side Chapel	Kitchen	
<b>Signature of applicant</b>			

**Please note:**

**No external bookings are possible on Wednesdays from 12noon.**

**No hall lets are available during Holy Week (Sun 14 – Sat 20 April 2019).**

For Langside Office use:

Request received		Invoice sent	
Request approved		Payment received	

Overview of available rooms:

Room	Commercial	Non-commercial
Sanctuary (Hexagon)	£60.00/hr	£40.00/hr
Small Hall	£20.00/hr	£15.00/hr
Large Hall	£25.00/hr	£18.00/hr
Upper Room	£15.00/hr	£10.00/hr
Side Chapel	£15.00/hr	£10.00/hr
Kitchen	£20.00/hr	£15.00/hr

**The following list of dates of Glasgow school holidays for 2017–18 may be useful in your planning.**

MAY HOLIDAYS	Mon 7 May – Tue 8 May 2018
SUMMER HALF TERM	Fri 25 May – Mon 28 May 2018
SUMMER HOLIDAYS	Wed 27 Jun – Tue 14 Aug 2018
AUTUMN HALF TERM	Fri 21 Sep – Mon 24 Sep 2018
OCTOBER HOLIDAY	Fri 12 Oct – Fri 19 Oct 2018
CHRISTMAS	Fri 21 Dec 2018 – Fri 4 Jan 2019
SPRING HALF TERM	Mon 11 Feb – Wed 13 Feb 2019
SPRING HOLIDAY	Mon 1 Apr – Mon 15 Apr 2018
EASTER HOLIDAY	Fri 19 Apr – Mon 22 Apr 2019
MAY HOLIDAY	Mon 6 May – Tue 7 May 2019
MAY WEEKEND	Fri 24 May – Mon 27 May 2019
SCHOOLS CLOSE	Mon 1 Jul 2019

Return your completed booking form to [langsidechurch@gmail.com](mailto:langsidechurch@gmail.com)



LANGSIDE  
CHURCH

# Room Hire at Langside Church

## Terms and conditions

1. All applications to use the Church facilities must be made using the Langside Church Room Booking form to the Church Office.
2. All bookings longer than a period of 6 weeks are subject to approval by the Kirk Session.
3. Church functions will, in all circumstances, take precedence over any other booking. We will inform you of this 4 weeks prior to the date.
4. Please leave the church and halls in a clean and tidy condition. The Hirer will be responsible for any damage to any fittings, equipment or property.
5. Display of posters or advertisements may be displayed only with the consent of the Church Office.
6. Langside Church does not accept any responsibility for damage, theft or loss of any property brought onto the premises.
7. Keys that are provided are for the use of authorised persons only. Any loss must be reported to the Church Office and keys returned at the end of the hire period.
8. The Hirer shall be responsible for the payment of any Royalties or other dues payable in regard to the use of films/videos/public performance etc.
9. When the Hirer is part of a commercial activity, the Hirer is required to have Employers and Public Liability Insurance cover of at least 2 million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking.
10. Hirers who use the kitchen facilities must follow the appropriate Health and Hygiene legislation regulations. For more information contact one of the Health and Hygiene team (see notice in the Kitchen). For safety reasons children are not allowed in the kitchen.
11. Hirers who work with children or vulnerable adults will be required to have their own PVG checks in place.
12. Alcohol may be consumed within the building. If alcohol is to be sold the Hirer must obtain the appropriate Temporary Events notice from the local licensing agency with a copy supplied to Langside Church and displayed during the booking.
13. All parts of the building are no smoking areas.
14. No nails, screws, bolts etc may be driven into the walls and fixtures of the Church Halls.
15. Accidents and Incidents must be recorded in the Accident Book which is in the Church Office and reported to the Convener as soon as possible. A First Aid box is kept in the Kitchen.
16. All electrical equipment used must have undergone the Portable Electrical Appliance Testing and the Hirer will provide a copy to the Church.
17. Langside Church reserves the right to terminate the hire or cancel any booking if it finds or suspects the Hirer of using or intending to use the facilities for any activity other than that stated on the application form.

I have read and agree to abide by the Terms and Conditions as set out above:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Organisation: \_\_\_\_\_