

Peebles Old Parish Church of Scotland

Church Centre Booking Form

Please return the completed form to the Church Administrator
Mrs. Alison Duncan, 14 Crossburn Farm Road, Peebles, EH45 8EG. 01721 721033
e-mail: admin@topcop.org.uk

Name of society/club:.....

Name of contact person:.....

Address:.....

Tel.No:.....

Purpose of let:.....

Premises required: (please circle)

MacFarlane Hall Small Hall Kitchen

Date(s) of let:

Time of access:.....Vacate premises by:.....

Function starts at:.....Finishes at:.....

Do you require prior access for set-up purposes? Yes/No (please circle)

If Yes: Date:.....from (time).....to.....

Do you require the Caretaker's assistance to set out tables, chairs, etc? Yes / No
(If yes, you will need to contact the Caretaker to discuss your requirements)

Any other relevant information / requests:

PLEASE NOTE THAT THE SALE OF ALCOHOL IS NOT PERMITTED IN THESE PREMISES.

Signed on behalf of the Applicant(s)

MacFarlane Hall	Scale of charges:
Small Hall	£9 per hour, minimum charge £27
Kitchen	£4 per hour, minimum charge £12
	£13.

Church Centre Caretaker (Temporary): Alasdair MacFarlane (01721 724024/07831 856031)

Peebles Old Parish Church of Scotland does not accept responsibility for the loss of or damage to property belonging to the hirer or to people using the Centre or its facilities. The hirer is responsible for the loss of or damage to property belonging to the Centre. The submission of this form confirms acceptance of these conditions.