

# **ST PETER'S CHURCH HALL – TERMS AND CONDITIONS FOR HIRE OF FACILITIES**

**March 2025**

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All bookings should be made by contacting [booking@stpeters.scot](mailto:booking@stpeters.scot)

## **Prices (from March 2025)**

Commercial organisations                      £30 per hour

Non-commercial / charities                      £20 per hour

One-off bookings incur a minimum charge of £120 for a 4 hour session; additional hours will be charged at the appropriate hourly rate.

Cancellations must be made at least one week in advance, otherwise the full fee will be charged. A deposit may be required for bookings of more than one day.

## **Capacity**

The church hall has seating for 70 maximum.

## **Parking**

There is unrestricted free on-street parking on the street outside the church, heading out of Musselburgh. There is also free parking in Musselburgh town centre for a maximum duration of 3 hours.

## **Kitchen facilities**

Hire of the church hall includes use of the kitchen, which is well-equipped with crockery, cutlery and cooking utensils. There is a fridge, freezer, oven, dishwasher and urn. The urn takes approximately 30 minutes to reach boiling point. There is a carbon monoxide and fire alarm in the kitchen.

Hirers should bring their own supplies (tea, coffee, milk, sugar etc.) and tea towels and should ensure that the kitchen is left clean and tidy. Hirers should take appropriate precautions when using the kitchen facilities and should ensure that any relevant food safety guidelines are followed and appropriate food safety certificates are held by those preparing food.

Please ensure the kitchen shutter is down when you leave and that all lights and appliances are switched off.

## **Toilet facilities**

There are two toilets in the church hall building, including nappy changing facilities in one of the toilets.

These toilets are also shared with the Church when events simultaneously run in both venues.

## **Responsibilities**

Hirers are asked to leave the premises clean and tidy, replacing all crockery and cutlery in the cupboards after washing up. A dustpan, brush, vacuum cleaner, sink for cleaning can be found in the cupboard in the hall (to the left of the kitchen hatch).

All tables should be cleaned and returned to the storage area after use and chairs should be stacked (**no more than five chairs per stack**). The hall floor should be cleaned if required and the area left clean and tidy. All lights and heating should be switched off.

Any rubbish should be placed in the appropriate bins to the side of the church (opposite the hall). There are green bins for landfill waste and recycling bins for paper, plastic and tins. Please take any glass waste away from the premises.

A cleaning charge of £50 will be incurred if the premises are not left in an acceptable condition or if lights/heating are left on.

## **Hall heating**

The church hall has central heating, which will need to be switched on arrival. To turn heating on, press the button inside the blue ring on the right hand wall towards the back of the kitchen (just beyond the oven). The blue light will go out and the heating will come on for one hour. If further heating is required after an hour, press the button again when the blue light is on.

## **Noise**

There is a residential property above and adjacent to the hall, so it is important that groups keep noise levels to a reasonable level, especially when arriving and leaving the immediate area. Evening events should finish by 10pm so that the building and surrounding area is vacated by 10.30pm.

## **No smoking**

The church hall and surrounding area is non-smoking. Please ensure that all those using the hall are aware of this requirement.

## **No alcohol**

The sale of alcohol is not permitted in the church facilities and the consumption of alcohol on the premises is discouraged.

## **Wheelchair access**

The hall can be accessed by a ramp. However, please note that we do not currently have disabled toilet facilities. There are two steps leading down to the toilets and they are not large enough to accommodate a wheelchair.

## **Keys**

There is a key safe on the wall to the left of the hall doors and users will be given the code. Keys must be returned to the key safe on departure and failure to do so will incur a fee.

## **Payment**

Regular users will be invoiced on a monthly basis. Other users should pay when making the booking.

Payment should be made to the following account, quoting HALL HIRE and the organisation/person's name:

**Account name:** St Peter's Episcopal Church Musselburgh

**Sort code:** 80-17-68

**Account number:** 00102423