

**Thank you for considering making a booking at St John's. We hope that we can provide you with a very good experience.**

## **Terms and Conditions of Hire**

To make a booking you must complete and return a Booking Form to the Church Office by email to [office@stjohns-edinburgh.org.uk](mailto:office@stjohns-edinburgh.org.uk) or by post to St John's

Church, Princes Street, Edinburgh, EH2 4BJ. Signing this form is deemed as acceptance of the conditions of let below. Please read these carefully.

- 1 You must be 18 years or over to make a booking.
- 2 You must return the room, clean and tidy, to its original position after use. This includes the kitchen and any chairs, tables, kitchenware and any other equipment used (with the exception of private party bookings where a separate cleaning charge will apply – see below)
- 3 All rubbish should be taken away with you i.e. off the premises and not on the street.
- 4 All appliances should be switched off after use, except for the boiler and fridge.
- 5 There is no storage available at St John's and you may not leave equipment overnight.
- 6 Any mess or damage to furnishings, fittings, the building and its environs will be chargeable and/or deducted from your deposit.
- 7 You must adhere to instructions from members of St John's staff.
- 8 St John's is not licensed to sell alcohol. If you wish to serve alcohol, please indicate on the booking form.
- 9 If food is to be provided by the hirer or guests then all health and safety/food hygiene regulations are the hirer's responsibility to meet.
- 10 Smoking is only permitted in external areas where bins with ashtrays are provided (on the east and west terraces).
- 11 There are limited toilet facilities in the church, so this should be noted.
- 12 There is no disabled access to the DRT room.
- 13 On street parking is available nearby (Pay & Display during the day) and there is a car park on Castle Terrace. Loading is permitted on Lothian Road in the loading bay subject to Greenways regulations.
- 14 To the extent it is permitted by law, St John's Church excludes all liability to the Hirer for any loss the Hirer may sustain during the course of its hire.
- 15 If you cancel your booking after it has been confirmed, you must give a minimum of one month's notice to receive a refund.
- 16 No birthday parties below the age of 21 will be accepted.
17. The start of the hire time is the time you will be allowed access to the building.
- 18 The end of the hire time is the time by which you will have vacated the building.
- 15 Daytime rates apply from 830am to 430pm. Evening rates apply after 430pm.
- 16 Regular users are deemed as those who book a minimum of six events at one time for the year.
- 17 If you are given a set of keys you must not make copies of these without permission.
- 19 To confirm your booking, payment is due in advance. We aim to return any deposits for equipment hire etc. within 14 days of the event or when the keys are returned.
- 20 Bookings cannot be made more than one year in advance and St John's maintains the right to cancel or change bookings in exceptional circumstances up to six months prior to the preliminary booking.
- 21 St John's Church is only licensed for public entertainment until 11pm. Events open to the public must finish at this time. This does not include private parties.

The following charges apply with effect from 1st March 2016.

### Standard Room Hire Rates

Room	Size (m2)	Capacity	Daytime Rate (mon-fri)	Evening and weekend rate	Minimum Booking	Deposit
Main Church	341	340	£45/hr	£70/hr	2 hours	£100
Hall & Kitchen	80	100 standing or 80 seated	£20/hr	£30/hr	2 hours	£100
DRT Room	22.5	20	£10/hr	£20	1 hour	£50
Chapel	44	33	£10/hr	£30/hr	2 hours	£100
Extras	<p><b>Equipment Hire</b></p> <p>Sound Engineer £25</p> <p>Handheld Mic and Stand £10</p> <p>PA System in Church (vocal use only) £25</p> <p>PA System in Hall (vocal use only) £25</p> <p><b>Private party or ceilidh: £40 (cleaning charge)</b></p> <p><b>Music: Any event involving recorded or live music (including concerts, dance classes/music tuition) – please ask about additional PRS costs.</b></p>					

### Regular User Rates (for those making six or more bookings in one application)

Room	Size (m2)	Capacity	Regular Rate	Minimum Booking
Main Church	341	340	£45/hr	2 hours
Hall & Kitchen	80	100 standing or 80 seated	£20/hr	2 hours
DRT Room	22.5	20	£10/hr	n/a
Chapel	44	33	£10/hr	2 hours
Extras	<p><b>Keys: £50 deposit per set of keys (refundable upon return)</b></p> <p><b>Music: Any event involving recorded or live music (including concerts, dance classes/music tuition) – please ask about additional PRS costs.</b></p>			