

ST.MARY'S EPISCOPAL CHURCH, DUNBLANE

CHURCH HALL: BOOKING INFORMATION

Booking: Before requesting a booking, please read the Terms and Conditions for the use of the Hall, and the Hall Information document. This information is available on St Mary's website (www.stmarysdunblane.org), or from the Hall Co-ordinator, Peter Holmes, who can be contacted by e-mail at hall@stmarysdunblane.org or by phone: 07801 989938.

The booking charges are as below:

HIRING	COST	COMMENTS
Main Hall	£12-00 per hour	
Committee Room	£9-00 per hour	Suitable for small groups
Kitchen	£6-00 Fixed charge	Minor use. For serving food and drinks
Kitchen	£5-00 per hour	Prepping food and large catered functions
Crockery, glasses, cutlery	£17-00 Fixed charge	
Stage	£6-00 per hour	

If you wish to proceed with a booking, the first stage is to confirm the availability of the accommodation on the day(s) and time(s) that you require it. Confirmation of availability can be obtained from the Hall Co-ordinator, Peter Holmes (contact details as above)

If you then decide to make a booking, you will need to complete a Booking Form, available on the website or from the Hall Co-ordinator. When completed, the Form should be signed and returned to the Hall Co-ordinator by e-mail or post. He will confirm acceptance of the booking, sign a copy of the Booking Form and return it to you by e-mail or by post.

Payment: After your booking has been confirmed by the return to you of the Booking Form, the Treasurer will issue an invoice for the appropriate amount. Payment for the booking should then be made to the Treasurer. Details of ways to make a payment will be found on the invoice.

Access: In advance of using the accommodation, you will be given a PIN number that will allow you to collect a key from the secure key-box outside the hall. On leaving the Hall, the key must be returned to the key-box that should then be securely closed.