**St Anne’s Parish Church - Guide for Users of Church Facilities**

**1. About St Anne’s**

St Anne’s Parish Church is situated in Corstorphine, a suburb in the west side of the city of Edinburgh. It is a Grade A listed building designed by the renowned Glasgow architect Peter McGregor Chalmers IA.

It has recently undergone an upgrade and refurbishment of facilities including hall and meeting rooms, new kitchen and toilets and improved lighting in the sanctuary. There is disabled access to all areas via a stair lift.

There is a large, modern kitchen with 6 ring dual fuel cooker, dishwasher and serving hatch to hall.

The sanctuary, large hall and 2 smaller rooms are available for hire with access to the large, bright, modern kitchen.

There is no availability for bookings on Sunday mornings.

**2. Available Spaces for Hiring**

|  |  |  |
| --- | --- | --- |
| AREA | CAPACITY | DESCRIPTION |
| Sanctuary | 200-450 | Large space with fixed pews. It has an organ and grand piano available with the appropriate permission. There is a sound system and enhanced lighting in the chancel area making it suitable for choirs, orchestras, concerts, other functions, and large gatherings.  Performance licence for audience of up to 250. |
| Kaimes Hall | 100-180  Up to 40 for Active | Large hall with capacity to seat up to 150 depending on layout, suitable for concerts, larger meetings, social events, dance, and fitness groups.  Facilities include:- Hatch through to kitchen, full size badminton court, stage with backstage access from stage left side, PA system with radio mic facilities, blackout blinds and a piano. |
| Belgrave Room | Up to 36  Seated in rows  10-12 for Active | This is a multi-purpose room suitable for meetings of up to 36 depending on the layout. There are tables, chairs and a piano available. The white wall is suitable for projection.  It has oak wooden flooring making it ideal for exercise classes, small dance groups, arts and crafts. |
| Robertson Room | Up to 20 | Small, carpeted room with seating for up to 20, suitable for smaller groups and meetings. |

***For information on hire charges please contact the*** [***office***](mailto:office@stannescorstorphine.org.uk)

**3. Notes on the Hire of Bookable Areas**

**3.1** Application is by completion of the required booking form (*Application form* *link)*.

**3.2** Commercial, Private, Community and Charity bookings are welcome.

**3.3** Private bookings include events such as family occasions e.g. children’s parties, anniversaries etc.

**3.4** Wedding or Funeral prices on application.

**3.5** Church Groups are expected to pay with an appropriate donation to church funds

**3.6** Time hired must include any set-up or clean up activity time.

**3.7** A grand piano and an organ are available for use in the sanctuary by special arrangement.

**3.8** All users hire the facilities at their own risk.

**3.9** Kitchen users must obey the housekeeping rules as stipulated on the noticeboard.

**3.10** Required use of the cooker must be intimated and terms agreed.

**3.11** A discount is available for church members using the facilities for family events.

**4. Code of Practice for Users**

**4.1** Each group using the facilities is responsible for observing all relevant legislation and regulations including Health and Safety and Safeguarding regulations and is responsible for ensuring this requirement is met by its members.

**4.2** SMOKING is not permitted within the Church premises or Church grounds.

**4.3** There is ZERO TOLERANCE of the use of drugs or any other illegal substance on or near the premises. Any group or individual in breach of this will be immediately barred from the premises and prohibited from future use.

**4.4** The SALE OF ALCOHOL is prohibited as the church does not hold the required licence. Any hirer doing so may be liable to criminal prosecution. Alcohol provided free of charge, as part of a function, may be served subject to prior permission having being granted.

**4.5** Users are requested to leave the premises clean & tidy. All spillages must be cleaned up **immediately.** Furniture and other items should be returned to their original position. **Users must remove all rubbish (especially bottles) from the premises.** The church reserves the right to charge any group if additional cleaning is required as a result of their let.

**4.6** Any damage caused to church property or equipment must be reported immediately to the Church Administrator or a member of the church. The church reserves the right to charge the hirer for the cost of repair or replacement.

**4.7** If an individual or group intends to advertise their use of the premises the church reserves the right to inspect any publicity material prior to use and to prohibit anything considered inappropriate.

**4.8** Children under the age of sixteen must be supervised at all times by an adult. Children must not be allowed to interfere with any potentially dangerous equipment such as the stair lift or fire equipment. Children under the age of eight are prohibited from the kitchen area unless under strict supervision.

**4.9** Users of the kitchen must respect the rules and guidance displayed on the noticeboard.

**4.10** Users are asked to respect the privacy of other groups, church staff or volunteers at all times and to respect local residents by leaving the premises quietly, in an orderly manner, particularly at night.

**4.11** Users are requested to park considerately in neighbouring streets. The car park at the rear of the building is primarily for disabled parking. Parking is PROHIBITED in the Kaimes Court area off Kaimes Road. Police action may result if this is not observed.

**4.12** The hirer is responsible for familiarising his or herself with the Fire Safety notices and the location of fire exits, ensuring that these remain clear at all times. All groups should have a fire evacuation plan.

**4.13** When the Hirer is allocated a key this is for their specific use and should not be shared with others. All users must be fully aware of the procedures for securing the premises.

**4.14** Equipment should not be left on the church premises unless previously agreed with the Church Administrator. Anything left is at the owner’s risk. The church will not accept any liability for damage or loss whilst goods are stored on church premises.

**4.15** The insurance policy held by the church only covers groups directly connected to the church. Any external let’s must have their own insurance.

**4.16** The church holds a licence from the Performing Rights Society for the performance of music and the playing of recorded music by its own organisations and by itself. This licence does not cover these activities for organisations not sponsored by the church. The responsibility for observing copyright legislation lies with any person or organisation using the church facilities unless they are part of a church organisation.

**4.17** In the event of an accident please report this to the Church Administrator or to a member of the church for recording. If no person is available on site, please email the Office.

**4.18** Rooms will not normally be heated over the summer months depending on the weather. Additional heating requests should be made to the church administrator.

**4.19** There is a complaints procedure in place in the event of any problem or dissatisfaction resulting from the booking. The complaints form can be found on our website, or by request from the Church Administrator.