

# Ferniehill Evangelical Church

## Booking Form



Please complete the following form and return it **to Paul or Joanne Friend, 19 Ferniehill Road, Edinburgh EH17 7AA.** Many Thanks

Name of organisation \_\_\_\_\_  
Contact name, address and telephone number \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Expected time of arrival \_\_\_\_\_

Expected time of departure \_\_\_\_\_

Which room(s) do you require (please tick the appropriate boxes)

Main Church   
Small Extension

Large Extension   
Kitchen

Will food be cooked on the premises Yes  No

NB/ The person responsible for the catering must have a food and Hygiene certificate.

Will food be consumed on the premises Yes  No

### **Conditions of booking:**

- No alcohol or smoking allowed on the premises and within the grounds
- All rubbish to be taken away
- No Bluetac or Sellotape to be used on the walls
- Please leave all the rooms used clean and tidy
- Please ensure the cooker, urns and water heater are switched off after use
- Please ensure that the people responsible for any catering have a recognised food/hygiene certificate
- Audiovisual equipment only available by prior arrangement
- Please ensure all doors and windows are closed on departure
- Please try to comply with the arrival and departure times stated above.

There is normally a charge for the use of the premises to cover the cost of electricity and heating etc. Please contact Paul or Joanne for details. Cheques can be made payable to Ferniehill Evangelical Church .

**I accept the conditions of the booking and will be responsible for the welfare of those attending. I will also ensure the security of the church premises.**

**Signed**

**Name in Print**

**Role in organisation**

**You will receive written confirmation of the booking and the name and telephone number of a church contact. This person will open up and close the premises. If you have any queries please contact Paul or Joanne at 0131 664 2853 or email Paul at paulf@ferniehillchurch.org.uk or Joanne at jof@ferniehillchurch.org.uk**