



## Dirleton Kirk

Church of Scotland

Locum Minister: Revd Geoff Berry



Dirleton Kirk and Abbey Church Office  
Church Road  
North Berwick  
EH39 4AD  
Tel. 01620-892800  
[abbeychurch@abbeychurch.co.uk](mailto:abbeychurch@abbeychurch.co.uk)

DIRLETON KIRK, MANSE ROAD, DIRLETON

### CONDITIONS FOR HIRE AND USE OF CHURCH HALLS

1. A booking form must be completed and passed to the Church Administrator and approved before the commencement of the use of the hall.
2. All users shall be responsible for providing adequate insurance cover for themselves and those associated with them and for any equipment which they bring to the premises; and also for public liability insurance to the value of £5 million in respect of their use of the premises. The Church Administrator must be satisfied that this insurance is in place.
3. Hall Users must make sure that any licensing/consents/authorisations from appropriate authority are in place prior to the hall hire. Eg, safety certificates, public entertainment licence, food hygiene certificate.
4. Hall users must produce a PVG Certificate to the Church Administrator prior to the hall hire (no copies will be taken) if working with vulnerable people/children.
5. Payment must be made prior to the booking date, an invoice will be sent to the main contact on the booking application form unless otherwise stated. In the case of regular lets, invoicing will be sent monthly. Failure to pay the charge as stipulated on the invoice will result in termination of the booking. If a booking is cancelled 50% of the fee will be returned.
6. All users are expected to cooperate with other users of the premises.
7. No smoking is allowed on the church premises or grounds.
8. All users must familiarise themselves with the emergency exits from the building, check that they are clear and inform members of the group of the procedure in an emergency.
9. Users must ensure that the premises are properly locked on completion of their use.
10. Users must not in any way imply that Dirleton Kirk or the Church of Scotland promotes their activity.
11. Users may only use areas of the buildings as agreed on the booking form.

12. The first aid box is located in the kitchen along with the accident book. The accident form should be posted for the attention of Abbey and Dirleton Administrator, Church Road, North Berwick EH39 4AD.
13. The main user of the hall hire must have a telephone for emergency use. (There is one available in the hall and must only be used in the case of an emergency, all calls are logged).
14. Hall users may not adjust radiators settings.
15. Hall Hirers will be responsible for any damage caused to the premises during their time of use.
16. Please report to Abbey and Dirleton Administration if there are any faults/problems with hall hire. All feedback is welcome.

Dirleton Kirk reserve the right to terminate the hire agreement if the hirer does not follow the terms set out above.

#### LIMITATION OF DIRLETON KIRK LIABILITY

Dirleton Kirk is not liable for:

- The death of, or injury to, or infection with COVID-19 of, the User or any invitees of the User.
- Damage to any property of the User or any invitees of the User.
- Any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by User or the User's invitees.

Nothing in the Limitation of Dirleton Kirk Liability shall limit or exclude Dirleton Kirk's liability for:

- Death or personal injury, or damage to property caused by negligence on the part of Dirleton Kirk or its employees or agents.
- Any matter in respect of which it would be unlawful for Dirleton Kirk to exclude or restrict liability.