

Office use only:

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St Andrew's and St George's West

Page 1: **Event Details**

Group/contact name: _____

Room preferred:

- Candlish Hall Shandwick Room Gallery
- Sanctuary (main) Sanctuary boardroom table Café

Date/s: _____

Time (incl. set up time) From: _____ **to:** _____

No. of people expected: _____

All catering will be prepared for this number of people. Additional catering requirements must be declared at least 2 weeks in advance of the event. No reductions are possible after we have received this form.

Description (e.g. 'meeting', 'ceilidh'): _____

Please give as much detail as possible. Events (e.g. ceilidhs) for 40+ people will incur a cleaning charge.

Set-up:

- Theatre style
- Boardroom style
- Cabaret style
- Sit-down meal
- Ceilidh

Please give any further details,
preferably with an explanatory diagram,
on the other side of this page.

Equipment

- Chairs Number (max. 150*): _____
- Tables Number (max. 10 x 6' and 9 x 5'): _____
- Flip chart (+ 10 sheets of size A1 paper). No. of extra sheets (see price list): _____
- Overhead projector AV projector AV screen
- PA system
- Conductor's stand Upright piano: 1 2

*This numbers refers to our own stock. This may be used free of charge. However, we can order extra chairs and tables at the client's expense. Please make a note of this on the booking form, or ask for more information.

Page 2: Catering

Catering Details

Please indicate serving time (incl. any top-ups) in 'Further Details' (back page).
Catering will be prepared for the number of people quoted on the front page unless otherwise indicated. Suggested meal menus for larger events available on request.

- | | |
|--|--|
| <input type="checkbox"/> Tea & coffee | <input type="checkbox"/> Top-up tea & coffee |
| <input type="checkbox"/> Mineral water | <input type="checkbox"/> Selection of fresh fruit juices |
| <input type="checkbox"/> Sandwich business lunch | |
| <input type="checkbox"/> Soup & sandwiches | |
| <input type="checkbox"/> Soup, sandwiches & fruit | <input type="checkbox"/> Extra fruit |
| <input type="checkbox"/> Homemade cakes | |
| <input type="checkbox"/> Yoghurts | |
| <input type="checkbox"/> Chocolate bars | |
| <input type="checkbox"/> Business buffet lunch | |
| <input type="checkbox"/> Business sit-down lunch | |
| <input type="checkbox"/> Evening buffet | |
| <input type="checkbox"/> Single course sit-down dinner | |
| <input type="checkbox"/> 2-course sit-down dinner | |
| <input type="checkbox"/> 3-course sit-down dinner | |

Extra Catering Equipment

N.B. Most items are automatically provided with relevant catering orders.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Hot water urn | <input type="checkbox"/> General kitchen hardware | |
| <input type="checkbox"/> China cups | <input type="checkbox"/> Paper cups | <input type="checkbox"/> Plastic cups |
| <input type="checkbox"/> China plates | <input type="checkbox"/> Paper plates | |
| <input type="checkbox"/> Cutlery | <input type="checkbox"/> Soup bowls | <input type="checkbox"/> Saucers |
| <input type="checkbox"/> Cloth napkins | <input type="checkbox"/> Paper napkins | |
| <input type="checkbox"/> White table cloths | <input type="checkbox"/> White table runners | |
| <input type="checkbox"/> Table flowers | <input type="checkbox"/> Table candles | |

Contact Details

Contact name: _____

This person will be the person we contact with any important information regarding the booking. Any changes to the booking must be confirmed in writing by this person.

Tel: _____

E-mail: _____

Organisation: _____

Charity Number (if applicable): _____

Purchase order No (if applicable): _____

Contact address:

Invoice address:

Hire of staff/extras

- Dish washer
- Cook
- Office support
- Technical support
- Licensed bar (Please see terms and conditions. At least 3 months' notice must be given.)

Any event involving the consumption of alcohol must be discussed in detail with the Administrator and/or Centre Manager. BYOB is allowed for certain events.

General Terms and Conditions of Hire

**Please read carefully and sign the declaration (back page)
before returning your booking form back**

SMOKING

All rooms at SGW are non-smoking. Groups who wish to smoke are requested to smoke outside the building. If users know that a large number of their clients wish to smoke, SGW request that they provide smoking bins to collect stubs safely.

OTHER USERS

SGW is a multi-use building and groups are asked to respect other groups within the Centre at all times. As we are a busy building we cannot always provide quiet spaces, but we will do our best to meet your expectations. If a problem with another group arises, please see a member of staff. Do not interrupt the other group, as this may lead to your own group being asked to leave the building.

THE BUILDING

As St George's West is a historic building, groups are asked to be careful while inside, especially when placing notices on Walls or moving equipment around the place. Please do not use sellotape to fix notices to the walls. If needed, they should be placed on gloss woodwork, on doors and on walls. Damage to walls and woodwork caused by signs will be charged. For further advice, please contact a member of our caretaking department or the church office.

Groups should make sure that when they leave their space the rooms are tidy and all rubbish has been placed in the bins provided.

Please do not open any windows within the building without checking with the on duty caretaker.

Please note: events such as parties and ceilidhs with groups of 40+ people incur an automatic cleaning charge of £40 in addition to the cost of room hire.

If your group has left extensive damage or cleaning after your event at SGW, you will be invoiced for the cost of necessary repairs and services. This is at the discretion of the Centre Manager on behalf of the Centre Management Group. Extra cleaning charges are billed at £30.00 per two hour sessions.

ROOMS

Every effort is made here at SGW to ensure that your space is ready on time for you with your room requirements met and we would ask that you leave the space on time as there may be another group ready to use the room.

PAYMENT

Payment for the space and any other services needs to be made on receipt of your invoice and in advance of your booking. The only exceptions made are for long-term bookers where special arrangements have been made with the Centre Manager. In all other cases, until payment has been made your booking is not confirmed and can be cancelled with no notice given.

Please note also that numbers for catering arrangements must be confirmed in writing or e-mail at least two weeks before the event, and that all catering orders must be checked with the cook and confirmed according to their discretion.

**All changes to your booking must also be in writing or e-mail , not verbally.
This is to safe-guard both parties.**

CANCELLATIONS

While every effort is made to honour bookings made at SGW there are occasions when we need to cancel bookings. In these rare cases a full refund is made to the client.

Clients who cancel bookings themselves are entitled to refunds based on the following sliding scale relating to the notice given.

1 year +	Full refund
6 months	50% refund
3 months	50% refund
2 months	25% refund
1 month	25% refund
1 week	No refund

These do not apply to long term bookers or those with special payment arrangements with the Centre Manager.

Invoices cannot be cancelled. Even in the case of an error in invoicing, a credit invoice (or appropriate documentation) must be printed.

Please do not hesitate to contact SGW with any queries about invoices.

HEATH AND SAFETY

Please read our Health and Safety notices and instructions on what to do in the event of a fire carefully. Please do not obstruct marked fire exits with any equipment or furniture. If you have any questions about these please see the on-duty Caretaker.

Please report any damage to our building or equipment to the on-duty Caretaker or the office staff, as it may pose a health and safety risk to you or others in the building. This must be done as soon as possible.

Please note that SGW is not responsible for providing First Aid treatment for your event, or for completing risk assessments. If you require further advice about this please see the Centre Manager.

SGW is not responsible for insurance or managing your event in terms of health and safety but does reserve the right to stop an event if it believes the event is unsafe to the building or other groups.

Due to the new fire regulations which became law in October 2006, we must now insist that all groups who have members with mobility problems consider themselves responsible for such persons' evacuation during a fire (assisted by SGW staff).

SECURITY

While every effort is made to maintain security within the building, we cannot be held responsible for any damage or theft of personal belonging whilst they are in the building. If you wish rooms to be locked while your group is not using the space please again see the on duty caretaker.

If you see any suspicious objects in the building please see the Centre Manager or a member of caretaking staff.

No money can be held on site at any time for any group with in the building.

LARGE-SCALE EVENTS

If you are planning large-scale events with us please note that **SGW does not hold a public entertainment licence**; to obtain one is your responsibility. We also expect your event to be well staffed with the correct risk assessments carried out. Our staff are employed to represent St George's West, not your group or event. For further advice please contact us directly. For information regarding entertainment licenses please see www.edinburghedinburgh.gov.uk

Please ask for more information regarding licensing laws and SGW policy regarding alcohol.

Further Details (continue overlead in necessary):

We hope you enjoy your time with us.
If there are any problems please do not hesitate to let us know.

I agree to the enclosed terms and conditions

Date: _____

Signed: _____

Please complete this form and return it to:

**Administrator, St Andrew's and George's West Church,
58 Shandwick Place, Edinburgh EH2 4RT**