

Greyfriars Parish Church, Lanark

Additional Conditions of Hire for Theatrical Lets

You must sign this form to confirm your acceptance of the additional conditions for theatrical/ show lets before your booking can be confirmed.

1. The Kirk Session of Greyfriars Parish Church (hereafter 'Kirk Session'), Lanark offer the use of the sanctuary for performances and shows.
2. The Kirk Session levy a charge on all groups using the building in this way which grants use of the space.
3. The Kirk Session provide equipment that can be utilised by the groups, including, but not limited to, Sound and Lighting Equipment (for which an extra charge may be made to provide operators in the absence of suitably trained persons in the hiring organisation, with suitability being judged by the Kirk Session or their representatives), blackout window blinds.
4. The Kirk Session can provide the use of camera equipment to allow groups the capability to record or livestream their performance. This will be available at an additional cost and will include operators.
5. The Kirk Session allow the removal of chancel furniture and the middle front two pews to allow a stage to be built and a performance to take place. All fixtures and furniture must be removed carefully and stored in the vestry or meeting room for the duration of the hire in such a manner that the main hall can still be used by other organisations.
6. The hirer is responsible for ensuring that all appropriate licensing is in place for their performance (such as PRS, PPL, LOML, Grand Rights Works Permission). The Kirk Session shall ensure that a Public Entertainment License is in place for the premises.
7. The Kirk Session will ensure that toilets are stocked with paper and hand towels before each performance and will clean as necessary. The hirer should take responsibility to ensure that all toilets are left in a tidy state following each performance. As there is no janitorial service in the church during a performance it is the responsibility of the hirer to replace empty toilet rolls and fill paper towel dispensers using stock provided by the Kirk Session.
8. After each performance the hirer should ensure that all areas (including the sanctuary) are left clean and tidy and all rubbish bagged and removed. The hirer should pay particular attention to the cleaning clause of the Terms and Conditions of booking and ensure the processes are complied with.
9. At the end of the final performance the hirer has responsibility for ensuring that all church equipment is taken down and stored appropriately and that all furniture and fixtures are placed back in their original positions.
10. If a stage has been hired from an external organisation this must be removed on the night of the last performance unless specific permission to the contrary has been granted by the Kirk Session.
11. After the final performance the hirer will ensure that all areas are clean and tidy and that rubbish is bagged and removed from the premises. The hirer should ensure that areas where furniture is being returned is vacuumed and tidied prior to the furniture being placed.
12. The hirer will take full responsibility for all furniture and fixtures they use or move (including special equipment such as, but not limited to Sound and lighting equipment, blackout window blinds, cameras) and will be held liable for cost of repair or replacement in the event of an incident.
13. Failure to adhere to these additional conditions of hire may result in extra charges being levied against the hirer and may affect the ability of the hirer to receive permission for future hires from the Kirk Session.

Declaration

I agree fully to the additional conditions to the Conditions of hire as set out above.

Signed		Date	
Organisation		Performance Dates	