

# 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, back cloth frame, stage curtains and drapes.
4. The Kirk Session do not make a charge for these extra items of equipment (with the exception of sound and lighting operators as outlined in section 3 above) and therefore it is the responsibility of the hiring organisation to erect and dismantle such equipment. Any damage caused to the equipment or building by the hiring organisation will be made good at their expense.
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 (communion table and chairs, font, lectern) and the hall (pews and choir chairs) for the duration of the hire in such a manner that the main hall can still be used by other organisations.
6. The Kirk Session will ensure that toilets are stocked with paper and hand towels before each performance and will clean as necessary. The hiring organisation 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 hiring organisation to replace empty toilet rolls and fill paper towel dispensers using stock provided by the Kirk Session.
7. After each performance the hiring organisation should ensure that all areas (including the sanctuary) are left clean and tidy and all rubbish bagged and removed.
8. At the end of the final performance the hiring organisation has responsibility for ensuring that all church equipment is taken down and stored appropriately (e.g blackout window blinds, back cloth frame, stage curtains and drapes) and that all furniture and fixtures are placed back in their original positions. All ropes for window blinds should be removed by the hiring organisation with the exception of on the balcony window, stained glass chancel window and two front windows closest to the pulpit, unless otherwise advised by the Kirk Session.
9. 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.
10. After the final performance the hiring organisation will ensure that all areas are clean and tidy and that rubbish is bagged and removed. The Kirk Session will ensure that before the sanctuary is used for worship a cleaner will be employed to Hoover and conduct a final clean. The hiring organisation should ensure that areas where furniture is being replaced (i.e. chancel) is hoovered and tidy prior to the furniture being returned.
11. The hiring organisation will take full responsibility for all furniture and fixtures they move (including special equipment such as, but not limited to Sound and lighting equipment, blackout window blinds, back cloth frame, stage curtains and drapes and will be held liable for cost of repair or replacement in the event of an incident.
12. Failure to adhere to these additional conditions of hire may result in extra charges being levied against the hiring organisation and may affect the ability of the hiring organisation to receive permission for future hires from the Kirk Session.

Declaration			
I agree fully to the additional conditions set out above.			
Signed		Date	
Organisation		Performance Dates	