



CARNOUSTIE TRINITY CHURCH OF SCOTLAND

Venue Booking Form

Scottish Charity Number – SC015146

Please fill in the following details when making a booking and return it to

lets@carnoustietrinity.org.uk

Public Liability Insurance

All external (non-church) users must submit proof of valid Public Liability Insurance cover of at least £5m because the Church insurance policy does not provide public liability cover for activities provided by outside bodies.

Organisation/Person requesting booking				
Contact Name				
Contact Address				
Telephone Number	Mobile		Home	
Email				
One Off or Recurring Hire	One Off	☐	Recurring	☐
Date Required				
Time required	From		To	

Name of Person in overall Charge				
Contact Address				
Telephone Number	Mobile		Home	
Email				

Barry Church & Hall

Venue required	Church	Yes/No
	Hall	Yes/No
Do you require the use of the kitchen		Yes/No
Number of people using the Venue	Adults	Children
Reason for Booking – what the space will be used for		

Carnoustie Church

Venue required	Church	Yes/No
	St Stephen's Room	Yes/No
	Kitchen Area	Yes/No
Do you require the use of the kitchen		Yes/No
Number of people using the Venue	Adults	Children
Reason for Booking – what the space will be used for		

Newton Panbride Church

Venue required	Church	Yes/No
	Panbride Hall	Yes/No
	Newton Hall	Yes/No
	General Purpose Room	Yes/No
	Crèche Room	Yes/No
Do you require the use of the kitchen		Yes/No
Number of people using the Venue	Adults	Children
Reason for Booking – what the space will be used for		

Please Note: there is a strictly **NO SMOKING** policy for all areas of the church premises and grounds.

Please also read the Conditions of Hire.

FOR OFFICE USE ONLY:

Date Received	
Charge	
Decision notified to Organisation/Person requesting booking	
Church Officer notified	