

## Hall Booking Enquiry

Date Required: \_\_\_\_\_

Time Required \_\_\_\_\_

Hall Required \_\_\_\_\_

Purpose: \_\_\_\_\_

Community / Fundraising / Group/

Organisation / Business

NAME: \_\_\_\_\_

Contact Number \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please return form to

**Mrs May Thomson**  
**4 Tullichewan Drive**  
**Alexandria**  
**G83 0NJ**

**Tel: 01389 756553**

**Email:**  
**alexandriaparshchurch@gmail.com**

*Who will send you a booking form and process your request.*



**Church of Scotland Congregation**  
**No: 181174**

Church Office :  
apcoffice@hotmail.co.uk  
Tel: 01389 751143



**ALEXANDRIA**  
**PARISH CHURCH**

## HALLS PROSPECTUS



**1 LOMOND ROAD,**  
**ALEXANDRIA,**

**G83 8SJ (8RJ for Sat Nav)**

[www.alexandriaparishchurch.com](http://www.alexandriaparishchurch.com)

CONTACT : MRS MAY THOMSON

**TEL: 01389 756553**

## HALLS

### LARGE HALL

The large hall is multi-functional from sports use to drama and musical performance from the stage.

In auditorium setting, it will seat 200; conference style 50 – 60; cafe



style 80 (10 tables of 8).

There is one badminton court marked on the hard wood floor. The stage has wings and lighting and we have a portable sound system. There is a piano in the large hall. Full serving hatch to the kitchen is provided. There is a toilet off the stage area and fire exit door.

### LESSER HALL

The lesser hall is suitable for smaller meetings and will comfortably seat 40 – 50 people. It can also be used as a tea room as it has a hatch to the kitchen. It has large windows on the north side, and houses our Bookroom and Fairtrade Cafe every 2<sup>nd</sup> & 4<sup>th</sup> Saturday morning.



The buildings must only be used for social events, community activity and charitable fundraising events which meet the ethical standards of the Church.

### KITCHEN

There is a fully modernised kitchen with hot water boilers, dishwasher, fridge and cooker. Hot water for teas and coffees will be available free of charge, Use of kitchen for catering purposes will be charged depending on event.

### ALEXANDRIA PARISH CHURCH

#### HALL USER RATES

	COMMUNITY
LARGE HALL	£14.50 per hour
LESSER HALL	£ 7.25 per hour
BOTH HALLS	£ 20 per hour
KITCHEN (Catering)	£ 10 flat rate

If you are interested in using our halls please complete the form over and return to our Hall Co-ordinator, who will contact you directly.

Please be aware that we have terms of use for the halls and expect users to have their own insurance for the activity undertaken and equipment used. All users must be aware of the Safe Code of Practice for Children and Young People and Safeguarding standards.

Users are required to take care of the premises and leave them clean and tidy, remove rubbish and check all lights are switched off at end of use.

The Church can be used for suitable concerts at a negotiated rate.