

# **Broughton St Mary's Parish Church**

## **Guide for Users of Church Facilities (March 2010)**

### **1. Description of Church Facilities**

Broughton St Mary's is an elegant church building in the eastern New Town of Edinburgh, a World Heritage Site. Completed in 1824, the building has an A-listing which reflects the importance of its architecture. It occupies the centre of Bellevue Crescent, an unchanged Georgian terrace, with an open outlook to the East across public gardens and with a small, private garden at the rear of the building.

The sanctuary offers a large space on two levels, with seating for 200 in pews around the central area. This central area has a polished wooden floor and offers a variety of uses, including seating for a further 100 or for activities such as dance and dramatic presentations. There is a raised platform area at the front of the church, which is also suitable for a variety of uses as the church furniture may be moved easily. A fine organ is situated in the gallery area and a grand piano has recently been acquired and is available.

In December 2009 the church completed a development which opened up the garden level below the sanctuary, and created a fine suite of rooms. Four rooms are available for hire, along with a modern kitchen. These include a splendid Garden Room with access through full-length glazed panels to the secluded and peaceful garden to the rear of the church. This room has a capacity of 50 people (café-style seating ) or 70 people (classroom-style seating) and links to the kitchen facilities.

The Drummond Room has a seating capacity of 100 in classroom style, but might be used in a number of ways. It has a wall-screen for projections and presentations.

The Barony Room is generally used for young children, and is decorated accordingly, but its use is not restricted. Its seating capacity is 20 in class-room style.

The Bellevue Room is fitted with modern wiring systems to accommodate a number of computer facilities, but is also suitable for general use. If set out classroom-style it will accommodate up to 30 people.

The Kitchen is well fitted and has been designed to support catering for large numbers, particularly for serving light meals and refreshments.

A particular concern of the church in the recent development was to improve the accessibility of the premises to disabled users. As a result, and partly due to strong support from the City of Edinburgh Council, superb access has been achieved and internal movement and toilet facilities for disabled users are excellent. A lift offers easy transfers between the Sanctuary level and the garden level, and a gentle ramp from the

street at the front of the church runs to the garden at the rear thus providing ideal access to the garden level facilities there.

## 2. Guide to Charges

The following table indicates the charges (in £) requested for use of the church facilities. These charges apply for each session for which the church is used:- morning, afternoon or evening. If more than one session is used consecutively, a discount of 50% applies to the second or third session.

	Celebration <i>(not wedding)</i>	Community	Church Organisations	Commercial
Sanctuary	120	40	15	100
Garden Room	80	40	15	80
Drummond	50	20	10	50
Barony	20	20	10	20
Bellevue	30	15	10	30
Kitchen	30	15	10	30

Notes :

1. Celebration covers such events as family occasions (e.g. wedding anniversaries) and funeral receptions. Community refers to events which are held by an organisation seeking to improve the local area or serving its people. The charges for Church Organisations are given as an indication of the reimbursement sought, but it is acknowledged that not all our organisations will be able to make a contribution to the costs of running the building.
2. The charges for weddings are 150% of the "Celebration" charges. This recognises that additional use of the facilities is normally required for weddings and wedding receptions, to accommodate flowers, decorations and other preparations.
3. In the Sanctuary, a grand piano and an organ are available for use by special permission. There is an additional charge for the use of these instruments: £45 / £75 for the piano / organ respectively in the case of Celebration or Commercial use.
4. Users of the Kitchen must have at least one person holding a current Hygiene Certificate. Otherwise, use of the Kitchen is only available under supervision from a qualified member of the church team for an additional charge.
5. During the period November to March an additional charge is made for the use of the Sanctuary of £20 per session to meet the additional heating costs incurred for such a large facility.
6. Discounts are available for regular users, by arrangement.
7. A discount is also applied for church members using the facilities for family events.
8. No VAT is charged in addition to the amounts stated as the church is not registered for VAT.

### **3. Code of Practice for Users**

- 3.1** Each group using the facilities must first complete an application form and have their booking confirmed by the Facilities Co-Ordinator or a member of the Facilities Team. This form will specify the person responsible within the group for the hire of the premises (the Hirer).
- 3.2** Each group using the facilities is responsible for observing all relevant legislation and regulations while doing so. This includes, but is not restricted to, Equal Opportunities legislation, Health and Safety Regulations, Children's legislation and regulations and Race Relations legislation. The Hirer is responsible for ensuring this requirement is met by the group and its members.
- 3.3** There is ZERO TOLERANCE of the use of drugs or any other illegal substance on or near the premises. Any group or individual in breach will be immediately barred from the premises and prohibited from future entry.
- 3.4** The sale of alcohol on the premises is prohibited and no licence is held to permit this, so such sale may also render the group concerned and the Hirer liable to criminal prosecution.
- 3.5** If the individual or group intends to advertise their use of the premises this fact must be disclosed in the Application Form. The church reserves the right to inspect any advertising material which makes reference to the church building before it is used and to prohibit the use of any material (printed, electronic or otherwise) associated with the planned use of the church which it considers inappropriate, at its sole discretion. If there is a failure between the user and the church to agree the use of any advertising material the church reserves the right to withdraw the use of the facilities previously agreed.
- 3.6** All children under the age of sixteen must be supervised at all times by their parents or other carers. Particular care is necessary for children in the Kitchen area, where children under the age of eight years are prohibited except by special agreement with the Facilities Co-Ordinator. Care should also be exercised not to allow children to interfere with other potentially dangerous equipment, including fire equipment and the disabled toilet hoist.
- 3.7** Any damage caused to the property, furniture or equipment of the church must be reported immediately to the Facilities Co-Ordinator, a member of the Facilities Team, or a member of staff. The church reserves the right to charge the Hirer, on behalf of the group using the facilities, for the costs of making good the damage caused.
- 3.8** Users are asked to respect the privacy of other user groups and church staff or volunteers at all times.
- 3.9** The Hirer is responsible for familiarising his or herself with the Fire Safety notices and the location of fire exits. The Hirer is also responsible for ensuring that members of the group do not block fire exits in the course of their activities.
- 3.10** The insurance policy held by the church only covers groups sponsored by or directly connected to the church. Accordingly, if any group outside this category wishes to be covered for such aspects as third party injury or theft of equipment, they should make their own arrangements.

- 3.11** The church holds a licence from the Performing Rights Society for the performance of music and the playing of recorded music by its own organisations and by itself. This licence does not cover these activities if undertaken by an organisation which is not sponsored by the church. So the responsibility for observing copyright legislation lies with any person or organisation using the church facilities, unless they are part of a church organisation.
- 3.12** No equipment should be left in the church premises by any group unless this has been expressly agreed with the Facilities Co-Ordinator. Where such storage is agreed, this will be at the risk of the organisation concerned and the church will not accept any liability for damage or loss while the equipment is being stored on church premises. If the organisation or user wishes to insurance against such eventualities it should make its own arrangements to do so.
- 3.13** In the event of any accidents, please report these to the Facilities Co-Ordinator or other member of staff or church volunteer for recording in the Accidents Book, stored in the Office. If no person is available to whom a report may be made, please leave a written report in the Office mailbox.
- 3.14** Rooms will not normally be heated between April and September unless the weather is unusually cold. If a user needs to have rooms heated during these months, this should be discussed with the Facilities Co-Ordinator or a church volunteer or member of staff.

#### **4. Booking Procedures**

Enquiries concerning bookings should be made to the Church Officer in the first instance. An indication of availability and costs will be given where possible and, if agreed, a provisional booking will be made in the facilities schedule.

To confirm a booking an Application Form must be completed and submitted to the Facilities Co-Ordinator (please address correspondence or e-mails to the Facilities Co-Ordinator at the Church Office), who is the only person able to provide such confirmation, either directly or through other members of the Facilities Team. The church reserves the right to refuse any application for the use of the facilities.

In return for confirming and holding a booking, the church may request a deposit to be paid immediately. If the booking is subsequently cancelled and therefore not fulfilled, this deposit may be retained by the church at its discretion, in part or in full, in recognition of losses thereby sustained by the church, both directly and indirectly.

#### **5. Contact Details**

Facilities Co-Ordinator: Elise Theurer. Tel: 07935 995 442  
E-Mail: [bookings@bstmchurch.org.uk](mailto:bookings@bstmchurch.org.uk)  
Address: as for church

Church Officer: Maria Hart. Tel: 07941 532142

Church Office: Tel: 0131 556 4252  
E-Mail : [bookings@bstmchurch.org.uk](mailto:bookings@bstmchurch.org.uk)  
Address: as for church

#### **6. Church Details**

Full name: Edinburgh: Broughton St Mary's Parish Church (Church of Scotland)

Address: 12 Bellevue Crescent, Edinburgh EH3 6NE

Website: [www.bstmchurch.org.uk](http://www.bstmchurch.org.uk)

Minister: The Rev Joanne C Hood MA BD

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