

Broughton St Mary's Parish Church

Guide for Users of Church Facilities (Apr 2019)

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.

There are 5 room areas available for hire midweek & evenings plus access to a small kitchen.

Please note that there is no availability anywhere on a Sunday morning & limited Sanctuary availability until the evening on a Sunday due to current church use.

| Room | Capacity | Description |
|-------------|----------|---|
| Sanctuary | 300 | Large open space, seating for 200 in horse-shoe shaped pews around a central wooden floored area which is fully flexible, suitable for activities such as dancing but also with capacity for an additional 80-100 free standing chairs which can be arranged in any formation. There is a raised platform to the front with moveable furniture There is an organ in the gallery & a grand piano available for hire. A small amount of PA equipment can also be hired for use in the sanctuary & a projector/screen which can be used anywhere. |
| Barony | 15 | Small carpeted room, generally used for young Children including nursery toys but can be used for other things |
| Bellevue | 15-20 | Small carpeted room, well-fitted with electrical power supplies suitable for general use (not available day-time Monday – Friday) |
| Drummond | 50-70 | Average size carpeted rectangular room with an upright piano & a blank white wall that can be used for projection facilities |
| Garden Room | 40-60 | Semi circular conservatory room with lino flooring & direct access to the secluded Garden to the rear of the church through full-length glazed panels. Seating can be cafe or classroom style with easy access to the kitchen Very suited to private parties. |
| Kitchen | 6 | Well fitted small kitchen, can cater for reasonable numbers particularly for serving light meals & refreshments |

The church is fully accessible with disabled access to the downstairs & garden area via a ramped entrance and access to the upstairs sanctuary space via a lift. There are 2 disabled toilets, both suitable for wheelchair users & 1 includes a sluice hoist.

Broughton St Mary's is a multi-purpose & multi-user building, anyone hiring the building should be mindful of other users & their needs. If exclusive use is required for a hire this must be mentioned at time of enquiry and will only be possible subject to availability.

Link to Pictures of some of the rooms

<https://www.facebook.com/media/set/?set=a.10154858151795933.1073741831.349975925932&type=1&l=abb9f870bb>

2. Guide to Charges

Pricing Structure Broughton St Marys w.e.f 1/1/18

| Room | Room Capacity (class room style) | Commercial | Celebrations / Parties | Church / Charity / Community Groups |
|---|-------------------------------------|--------------|---------------------------|---|
| Price per hour or part thereof (£) | | | | |
| Barony | 15 | 15 | 12.50 | 10 |
| Bellevue | 15-20 | 20 | 15 | 10 |
| Drummond | 50-70 | 25 | 15 | 12.50 |
| Garden Room | 50-70 | 32.50 | 25 | 17.50 |
| Sanctuary | 250-300 | 50 | 30 | 20 |
| Kitchen | Small | 15 | 10 | 5 |

Notes

1. Celebrations include events such as family occasions (e.g. birthdays, wedding anniversaries, funerals). Community Groups refers to hires held seeking to improve the local area or its people
2. Weddings or Wedding receptions are charged separately – price on application
3. Time hired must include any set-up or clean up activity time.
4. The Minimum hire charge is 30 minutes.
5. A morning/afternoon/evening session is defined as 4 hours. The price is capped at 3 hours cost, 9-5pm day rate capped at 6 hours.
6. Additional Heating charges for the sanctuary are applied per session @ £20 from October -March or if requested at other times.
7. A grand piano and an organ are available for use in the sanctuary by special permission. The charge for hire is £45 / £75 respectively for Celebration or Commercial use.
8. A Flat fee of £5 per session will be charged for the use of the Kitchen solely for tea/coffee making.
9. Users of the Kitchen must hold a current Hygiene Certificate for Commercial bookings. All other users may hire the facilities at their own risk.
10. A discount is available for church members using the facilities for family events.
11. 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 is responsible for observing all relevant legislation and regulations. 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.
- 3.2** 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.
- 3.3** Smoking is not permitted within the church premises, outside front doors and steps and in the garden. Smoking is permitted in the north lane.
- 3.4** Alcohol may not be sold as the church is unlicensed. Any hirer doing so may be liable to criminal prosecution. Alcohol provided free of charge may be consumed subject to prior arrangement with the church administrator.
- 3.5** No food, hot or cold, should be consumed in the sanctuary. No drinks, other than water are permitted in the sanctuary.
- 3.6** Users are requested to leave the premises & garden in a clean & tidy state, returning furniture to its original position if moved. Access to the cleaning cupboard can be arranged to facilitate this.
- 3.7** All rubbish should be removed from the premises. The church reserves the right to charge any groups where additional cleaning is necessary post their use.
- 3.8** Any kitchen equipment used must be washed, dried & returned to its appropriate cupboard.
- 3.9** Any damage caused to the property, furniture, equipment or garden of the church must be reported immediately to the church administrator or a member of the church. The church reserves the right to charge the Hirer for the costs of repair or replacement.
- 3.10** If an individual or group intends to advertise their use of the premises the church reserves the right to inspect any material (printed/electronic) prior to use and to prohibit anything considered inappropriate.
- 3.11** All children under the age of sixteen must be supervised at all times by their parents or other carers. Children must not be allowed to interfere with any potentially dangerous equipment such as the lift, fire equipment and the disabled toilet hoist. Children under the age of eight are prohibited from the kitchen area unless under strict supervision.
- 3.12** All children must be supervised when using the Garden. They must not be allowed to play in the flower beds or climb the trees. Ball games are not permitted
- 3.13** Users are asked to respect the privacy of other user groups, church staff or volunteers at all times & also respect the local residents leaving quietly particularly when late at night.
- 3.14** The Hirer is responsible for familiarising his or herself with the Fire Safety notices and the location of fire exits, ensuring that fire exits remain clear at all times. All groups should have their own fire evacuation plan.
- 3.15** Where the Hirer is allocated a key and alarm code this is for their specific use and should not be shared across their group. All open & close procedures should be followed accurately.
- 3.16** The insurance policy held by the church only covers groups sponsored by or directly connected to the church. Other groups should make their own insurance arrangements as appropriate for any liability & property cover.
- 3.17** 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 for organisations not sponsored by the church. The responsibility for observing copyright legislation lies with any person or organisation using the church facilities, unless they are part of a church organisation.
- 3.18** No equipment should be left on the church premises unless previously agreed with the Church Administrator / Property Manager. The storage area is not locked & anything left is at the owner's risk. The church will not accept any liability for damage or loss whilst goods are stored on church premises. Organisations may wish to make their own insurance arrangements to cover this.

- 3.19** In the event of any accidents, please report these to the Church Administrator or a member of the church for recording. An accident book is beside the diary in the kitchen & should be used to record an incident if there is no-one available on the premises from the Church. Please also email the Church Office mailbox if anything occurs that needs reporting.
- 3.20** Rooms will not normally be heated between April and September depending on the weather. Additional heating requests should be made to the church administrator & will be charged at the standard heating rates.

4. Booking Procedures

Enquiries concerning bookings should initially be made to the Church Administrator either in person, via the telephone or email (see contact details below).

An indication of availability and costs will be given and, if agreed, a provisional booking will be made in the facilities diary.

To confirm a booking an Application Form must be completed and sent to the Church Administrator. All bookings will be confirmed electronically (where possible) & depending on the hire a deposit or full payment may be requested immediately.

Cancellation Policy - In the event of a cancellation the church reserves the right to charge the following

| Notice Period | Cost of Hire |
|---------------|--------------|
| ➤ ≥4 weeks | No Charge |
| ➤ > 2 weeks | 25% |
| ➤ > 1 week | 50% |
| ➤ ≤1 week | 100% |

The church reserves the right to refuse any application for the use of the facilities.

5. Contact Details

Church Administrator: Lindsey Rowlands. Tel: 0131 556 4252

E-Mail: bookings@bstmchurch.org.uk or admin@bstmchurch.org.uk

6. Church Details

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

Address: 12 Bellevue Crescent, Edinburgh EH3 6NE

Website: www.bstmchurch.org.uk

Minister: Peter Macdonald, 0131 312 7740, PMacdonald@ChurchofScotland.org.uk

Registered Scottish Charity – SC 012642