

Broughton St Mary's Parish Church

Guide for Users of Church Facilities – 1 January 2026

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 **four room areas available for hire midweek and evenings**, plus access to a small kitchen.

Please note:

There is **no availability any time on a Sunday morning**, and **limited Sanctuary availability** due to current church use.

Room	Capacity	Description
Sanctuary	300	Large open space, seating for 200 in horseshoe-shaped pews around a central wooden floored area which is fully flexible, suitable for activities such as dancing. There is also 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 and a grand piano available for hire. A small amount of PA equipment can also be hired for use in the sanctuary, as well as a projector and screen which can be used anywhere.
Bellevue room	15-20	Small carpeted room, well-fitted with electrical power supplies suitable for general use. (Not available daytime Monday–Friday.)
Drummond room	50-70	Average-size carpeted rectangular room with an upright piano and a blank white wall that can be used for projection facilities.
Garden room	40-60	Semi-circular conservatory room with lino flooring and direct access to the secluded garden at the rear of the church through full-length glazed panels. Seating can be café or classroom style with easy access to the kitchen. Very well suited to private parties.
Kitchen	6	Well-fitted small kitchen, can cater for reasonable numbers, particularly for serving light meals and refreshments.

Link to Pictures of some of the rooms

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

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

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

2. Guide to Charges

Pricing Structure – Broughton St Mary's (1 January 2026)

Price per hour or part thereof (£)

Room	Room Capacity (classroom style)	Commercial	Celebrations/parties	Church/ Charity/Community Groups
		Price per hour or part thereof (£)		
Bellevue	15-20	26.40	19.80	13.20
Drummond	50-70	33	19.80	16.50
Garden Room	40-60	44	33	24.20
Sanctuary	250-300	77	49.50	33
Kitchen	Small	27.50	16.50	11

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. Time hired must include any set-up or clean-up activity time.
3. The minimum hire charge is 30 minutes.
4. Additional heating charges for the Sanctuary are applied **per session at £22** from October to April, or if requested at other times.

5. A flat fee of **£5.50 per session** will be charged for use of the kitchen solely for tea/coffee making.
6. A grand piano and an organ are available for use in the Sanctuary by special permission. The charge for hire is £48 (piano) and £80 (organ) respectively for Celebration or Commercial use.
7. Users of the kitchen must hold a current Hygiene Certificate for Commercial bookings. All other users may hire the facilities at their own risk.
8. A discount is available for church members using the facilities for family events.
9. 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, including (but not limited to) Equal Opportunities legislation, Health and Safety regulations, Children's legislation, 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, or 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 and garden in a clean and 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 group where additional cleaning is necessary after use.

3.8 Any kitchen equipment used must be washed, dried, and returned to its appropriate cupboard.

3.9 Any damage caused to the property, furniture, equipment, or garden 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 cost of repair or replacement.

3.10 If a group intends to advertise their use of the premises, the church reserves the right to inspect any printed or electronic material 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 parents or carers. Children must not interfere with potentially dangerous equipment such as the lift, fire equipment, or disabled toilet hoist. Children under eight are prohibited from the kitchen unless under strict supervision.

3.12 All children must be supervised when using the garden. They must not play in flower beds or climb trees. Ball games are not permitted.

3.13 Users are asked to respect the privacy of other user groups, church staff, volunteers, and local residents, leaving quietly, particularly late at night.

3.14 The hirer is responsible for familiarising themselves with fire safety notices and the location of fire exits, ensuring exits remain clear at all times. Groups should have their own fire evacuation plan.

3.15 Where a key and alarm code are allocated, these are for the hirer's specific use and must not be shared. All open and close procedures must be followed accurately.

3.16 The church's insurance covers only groups sponsored by or directly connected to the church. Other groups must make their own insurance arrangements.

3.17 The church holds a licence from the Performing Rights Society for music performed or played by church organisations. This licence does not cover non-church organisations. Responsibility for copyright compliance lies with the hirer.

3.18 No equipment should be left on the premises without prior agreement. The storage area is not locked and items are left at the owner's risk. The church accepts no liability for damage or loss.

3.19 Any accidents must be reported to the church administrator or recorded in the accident book located beside the diary in the kitchen. If no church staff are present, the church office mailbox should be emailed.

3.20 Rooms are not normally heated between April and September depending on weather. Additional heating requests must be made to the church administrator and will be charged at standard rates.

4. Booking Procedures

Enquiries concerning bookings should be made to the Church Administrator in person, by telephone, or by email.

Availability and costs will be confirmed and a provisional booking entered in the facilities diary.

To confirm a booking, an **Application Form must be completed** and returned 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

4 week or more	No Charge
More than 2 weeks	25% of hire cost
More than 1 week	50% of hire cost
1 week or less	100% of hire cost

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

5. Contact Details

Church Administrator

Tel: **0131 556 4252**

Email: **bookings@bstmchurch.org.uk**
or **admin@bstmchurch.org.uk**

6. Church Details

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

Address: 12 Bellevue Crescent, Edinburgh EH3 6NE

Website: www.bstmchurch.org.uk

Minister: Rev. Laurene Lafontaine

Email: llafontaine@churchofscotland.org.uk

Registered Scottish Charity: SC012642