

Dear

**Licence for the Use of part of Alloway Church Halls
Alloway Parish Church of Scotland**

The purpose of this Agreement is to set out the principal provisions of a Licence Agreement. The full Terms and Conditions referred to as part of this Agreement are available on the web site of Alloway Parish Church of Scotland at www.allowaychurch.org

By signing this letter you confirm on behalf of
that you have read and agree the full Terms and Conditions.

Congregation means the Congregational Board of Alloway Parish Church of Scotland, Scottish Charity No SC012456 represented by
whose contact details are.....

User meansrepresented by
whose contact details are

Premises means

Large Hall Octagonal Hall Small Hall

F'ship Lounge Middle Lounge

Use of Toilet Facilities Use of Kitchen

Permitted Use means

Time of Use means fromam/pm to.....am/pm onday of week
commencingstart date/year
toend date/year

Charge is.....Pounds Sterling per month. An invoice for the Charge will be issued by the Congregation to the User on a monthly basis.

Licence to Occupy

The User will occupy the Premises under a licence and no relationship of landlord and tenant is created

Obligations of the User

The Obligations of the User are fully set out in the Terms and Conditions for Use of Premises available on the website as stated above and the following conditions in particular are drawn to your attention:

- Not to permit any person to sell or consume alcohol or to smoke in the Premises;
- Not to conduct any sweepstake, lottery or betting in the Premises;
- To obtain a Public Entertainment licence from South Ayrshire Council, if required;
- To read and implement the Church of Scotland Safeguarding materials relating to the safeguarding of children, young people and protected adults;
- To indemnify the Congregation against the risks of damage to the Premises and/or loss to third parties, as a result of the User's occupation of the Premises and provide proof to the Congregation that the User has adequate Public Liability Insurance cover in place;
- To acknowledge receipt of a key fob programmed to allow entry to the Premises on the specified day/times accepting responsibility for group admissions in terms of Safeguarding and COVID-19 requirements;
- To prepare a COVID-19 Risk Assessment and provide the Congregation with a copy prior to commencement of use;
- To leave the Premises in a clean and tidy condition and clear of all rubbish at the end of the Time of Use, including the thorough wiping down of all surfaces which have been touched in the Premises with disinfectant and to dispose of cleaning products safely;
- To ensure that all persons during the period of use comply with current Scottish Government and Health & Safety Executive guidelines and regulations on prevention of the spread of COVID-19;
- To refuse entry to the Premises to any person displaying symptoms of COVID-19 and to notify the Congregation immediately if any person in the Premises is subsequently diagnosed with COVID-19.

Agreement

The Congregation andagree to the Terms and Conditions on the web site of Alloway Parish Church of Scotland at www.allowaychurch.org which form part of this Agreement.

Signed on behalf of the Congregation
.....(Print Name)

Dated

Signed on behalf of
.....(Print Name)

Dated.....