



Application for permission to use premises at 13 George Street, EH2 2PA

Organisation	
Contact Name and Position	
Address	
Scottish Charity No.	
Telephone	
Email	
Name of Event	
Date and time of event including set up	

Type of event and requirements:
(tick where applicable)

Facilities needed:
(for office use)

Baptism		Davidson Room	
Blessing		Bells	
Club		Choir	
Concert		Kitchen	
Conference		Meeting Room	
Funeral/Memorial Service			
Luncheon or supper		ROOM	
Meeting		Sanctuary	
Reception		AV system	
Talk		Undercroft	
Wedding- request specific form		Grand Piano	
		Minister	
		Music	
		Organ	
Other – description:		Stand-alone Projector/screen	

Office use only:

Provisional in Diary		Charges:	
Confirmed in Diary & Deposit Paid		Rental	
Entered on Website		Music	
Publicity received		Catering	
Publicity process triggered		Piano	
Invoiced for balance		Piano tuning	
Balance Paid		Other/video	

Set-up:

Number attending	
Style of layout	
Other details (e.g. break-out groups, chairs on dais)	
AV equipment needed- Please ask for more information	
Catering required: (please discuss details with Cafe Manager and Church Manager)	
Bells (Bells captain to be contacted for availability & booking)	

Other information required

Will the general public be admitted?	
Will there be an admission charge? If yes, how much?	
What attendance do you expect (approx)?	
Will Alcohol be used, either served free or sold?	
Do you have an occasional license? (this is mandatory and your responsibility)	
Would you like us to display your poster?	
Do you require disabled access?	
How did you hear about us?	Internet
	Family/Friends
	Other- please specify

I apply for permission to use premises at St Andrew's and St George's West Church, George St only, on the accompanying Terms and Conditions which I have read, understood and accepted.

**Signature
On behalf of (organisation)**

Date

