

UNITED REFORMED CHURCH, CARLUKE

Hall Lets Agreement - Jun 2026

NAME OF USER:

Telephone : E-mail:

ORGANISATION:

The above-named user confirms that they will abide by the following rules and conditions in their use of United Reformed Church, Carluke premises

PREMISES: Hall Required (Yes/No)

Kitchen Required (Yes/No)

No. of large tables

No. of small tables

No. of chairs

ESTIMATED ATTENDEES: Adults: Under 5: Under 12: Under 18:

The premises will be used for the purpose of :

.....

LET TIME/DAY:

e.g. 10.30am till 12.30pm on Wednesdays

START DATE:

LETTING FEE: **£10 per hour subject to a minimum charge of £15 per let.
An invoice for the previous month will be raised in accordance with the 'Hall Lets Schedule' posted on the hall notice board.**

**Cash/Cheque to Mr I Pollock, 37 General Roy Way, Carluke, Tel: 07889 527033
or by Bank Transfer (Details on request). A receipt will be issued.**

ADDITIONAL TIME: **Additional time at no cost will be allowed for setting up and tidying up before and after let.**

INSURANCE: **The user will be responsible for providing adequate insurance cover in respect of their use of the premises. This should include Public Liability Cover and cover for all equipment used and the user should be able to produce relevant policies and receipts for payment of premiums to the United Reformed Church, Carluke if so required. The user confirms that in its use of the premises the United Reformed Church, Carluke will not be responsible for any loss, damage or claim arising from this use and will indemnify the United Reformed Church, Carluke against all such lost, damage or claims.**

The United Reformed Church, Carluke reserves the right to terminate the use of the premises at any time although wherever possible the parties will be given at least two weeks' notice in writing. Outside organisations, i.e. those not directly connected with the United Reformed Church, Carluke, which are granted a let on a regular basis may be asked to relinquish the let in whole or in part should the premises be required by Carluke URC. As much notice as possible will be given.

