

Schedule 1

Conditions for the non-congregational

use

-St John's Kirk of Perth

1. Whilst the Kirk Session welcomes the use of the Kirk for non-congregational events, the building is a consecrated place of worship and Session must be satisfied that any use is appropriate. The limitations are set out in this schedule and it may be that the Session will set further conditions when approving the event.
2. The "Public Entertainments Licence " is set at a maximum of 500 including performers. This meets the legislation for the safe use of the building and sponsors of events must ensure that this figure is not exceeded. There will always be a Kirk Session representative available within the building whilst it is let for non-congregational use, this will normally be the Church Officer. During any performance, whilst the public are in attendance, this representation will be supplemented by two or more Session representatives. Their presence is to ensure that all public safety requirements are observed and they will not be involved in ticket or programme selling or ushering duties. They will help and advise sponsors on any matters affecting the use of the Kirk.
3. Non -congregational use is any activity which would not be considered to be part of a recognised pattern of worship. The Kirk Session reserves the right to determine the category of any event or activity and to dispense with charges if it is appropriate to do so.
4. St John's Kirk is a Grade 1 listed building. Whilst this listing applies to the building overall it also applies to many of the furnishing and fittings within the building, particularly the woodwork. It is essential that great care is exercised when moving and placing equipment within the Kirk. It is important that the floor is protected from damage by musical instruments and all equipment is to be lifted and not 'dragged' across the wooden floor areas. Nothing may be fitted or fixed to the walls or furnishings without the approval of the Church Officer and it is best if any special requirements are discussed during the pre-visit to the Kirk.
5. The seating arrangements can be varied and should be discussed during a pre-visit to the Kirk. If at the time of the event the Sponsor wishes to change or move any of the furniture this may be done but only with the approval of the Church Officer.
6. The North and South aisles are the principle safety access routes through the Kirk in the event of an emergency. At no time are they to be obstructed with furniture, musical instruments or equipment including music stands.
7. With agreement from the Church Officer, musical equipment may be brought in to the Kirk up to 24 hours in advance of an event and must be removed within 24 hours of the completion of the event. Whilst doing everything to ensure the safety and security of such equipment the Kirk Session accepts no liability for the loss or damage to this equipment. Nor can the Session accept any liability for any personal items of clothing or equipment.
8. There should be no requirement for additional lighting but it is accepted that additional amplification or electrical equipment may be required for some musical instruments. Any

such requirements must be made known and approved by the Church Officer at the time of the pre-visit to the Kirk.

9. Sponsors are responsible for their own rules with regard to photography at events within the Kirk, however, if any photography, including filming or recording, is for commercial gain the Kirk Session must be made aware of the circumstances and nature of the activity. Session policy normally favours against photography during an event or activity.

10. Under no circumstances may alcohol be sold on the premises. Should a sponsor wish to include a reception and serve alcohol as part of an event they made do so, but must receive approval, through the application form, from Session before doing so. The sponsor is responsible for obtaining an 'Occasional Licence' if this is required. Advice may be sought through the Perth and Kinross Council Licensing Officer. For information go to www.pkc.gov.uk select 'Law and Licensing' or contact directly by phone - 01738475161 or by email - liquorlicensing@pkc.gov.uk

11. Smoking is strictly forbidden in the Kirk and offices within, We would also ask that the doorways are not used as smoking areas.

12. It is accepted that groups may wish to arrange sandwiches during rehearsals or pack meals for school groups and we would ask that sponsors advise us in advance of their intentions. The Kitchenette can be made available for the preparation of hot drinks but sponsors are asked to clean up and remove all rubbish. They are also asked to keep the Kirk clean and tidy whilst they are using the building, particularly during rehearsal time. The Kirk Session representatives on duty can advise on the disposal of rubbish. Black plastic bags can be provided.

13. Sponsors are required to conduct their own risk assessment(s) for the activity being conducted and Session reserves the right to audit any assessment. The Church Officer will advise Sponsors of any specific safety concerns. Sponsors must ensure that all participants are aware of the Kirk safety procedures in the event of a fire or other incident.

14. The organ and piano are normally kept tuned. If use is agreed by Session and a sponsor feels that further tuning is required, this will be arranged with the cost falling to the sponsor. Permission to use the organ must be given by the Director of Music and Organist, Mr Howard Duthie. Sponsors must make direct contact either by telephoning 01738583557 or by email to hduthie@dsl.pipex.com

15. If the event involves working with children, young people and/or vulnerable adults, you will require to confirm to us that you have appropriated policies and procedures in place, including recruitment policy, and that where appropriate, staff and volunteers are members of the Protection of Vulnerable Groups(PVG) Scheme. In addition, you must read and understand the Church of Scotland Safeguarding Policy - church of Scotland safeguarding policy statement.pdf and its procedures church of Scotland safeguarding handbook 1.pdf. and agree to follow its provisions.

16. The Kirk Session reserves the right to request a deposit, normally set at 10% of the total fee. All invoices must be settled within 21 days of the use of the building unless otherwise agreed with the Events Co-ordinator.

17. In conclusion sponsors are reminded that the Kirk is a public place of worship in the heart of the city. Many choose to visit the Kirk for a moment of peace and quiet, any

person wishing to use the Kirk for private worship or meditation must be allowed to do so. We would ask that the conduct of those using the building reflects this.

Margaret T Steele, Session Clerk.

On behalf of the Minister and Kirk Session

St John's Kirk of Perth.

16th September 2015

