

**APPLICATION FORM**  
**Costs for the use of**  
**St John's Kirk of Perth**

APPLICATION

- use of the Kirk for purposes other than public worship

1. The Kirk Session welcomes the use of the Kirk for appropriate events such as concerts, recitals and book readings or lectures. Because the building is a consecrated place of public worship there are certain limitations which must be accepted. These conditions are set out in Schedule 1 – 'Conditions for the use of St John's Kirk of Perth'. Schedule 2 sets out the costs.

2. Applications for the use of the Kirk must be submitted using the attached proforma and should be made no less than 90 days in advance of the event. This time is required because the event must be approved by the Session at one of the regular meetings. Shorter notice may be possible if the applicant is a regular user or there are exceptional circumstances such another venue becoming unavailable.

3. The Kirk offers the following facilities:

1. The Nave with a variety of seating options. The main part of the Nave will provide seating for 226 with 55 in the north aisle and 75 in the south aisle. Those sitting in the aisles have an obstructed view but there are screens which drop down and allow the activity on the stage to be projected on to the screens.

2. The Knox Chapel seating 80 and a meeting room (8 – 10 round a table). It is unlikely that they can be used whilst another activity is taking place in the Kirk

3. The north and south transepts are side on to the stage. They accommodate 61 and 97 respectively.

4. Changing/dressing rooms are available in the office and meeting room. The Knox Chapel can be used for larger groups to deposit equipment.

5. A Kitchenette for the preparation of tea and coffee etc. It is not possible to run a bar but approval for receptions with refreshments must be stated at the time of application.

6. There is a piano and an organ and IT equipment (large plasma screens)

7. There is an 'air deck' (adjustable stage) which can be raised to a height of 1m at the crossing

8. There are theatre lights for the stage at the crossing

9. A total of 4 toilets (2xdisabled)

10. Induction loop for the hard of hearing throughout

11. Radio and fixed microphones

\* Use of some of these items will attract an additional charge.

## **APPLICATION**

**For the use of St John's Kirk of Perth**

**Name of  
Organisation:**

**Date of Event:**

**Address:**

**Time:**

**Rehearsal date and time:**

**Telephone:**

**Name of Contact:**

**e-mail:**

**Type of event:**

**Reception with refreshments:  
Yes/No**

**With Alcohol (WINE ONLY) Yes/  
No**

**Expected Numbers:**

### **Equipment:**

\*Organ: yes/no

\*Piano: yes /no

\*Plasma Screens: Yes/No

\*Microphones: yes/no

Kitchenette: yes/no

\*Theatre Lights: yes/no

Dressing Rooms: yes/no

\*Raised stage: yes/no

To be agreed with the Organist.

Own laptop must be provided

Radio or freestanding

\*

\*

**\* additional charge**

**SAFEGUARDING**

Does your event/activity involve working with \*children, young people (under 18) and or/vulnerable adults? **YES/NO**

\*"working with" in this context refers to "regulated work" as laid down in the Protection of Vulnerable Groups(Scotland) Act 2007. If your event simply might have children, young people (under 18) and./or vulnerable adults in the audience then essentially there is no element of "regulated work" taking place.

If you wish to discuss any Safeguarding matters we will put you in touch with the St John's Kirk Safeguarding Co-ordinator.

We would like to visit the Church to confirm our requirements on:

**I confirm I have read, and understand, the conditions set out in Schedule 1 for the non-congregational use of St John's Kirk, including where appropriate Safeguarding and will comply with them.**

-----**(Signed)**

-----**(Date)**

**To be returned to:**

**Events Co-ordinator, St John's Kirk Perth, St John's Place, Perth PH1 5SZ**