

BOOKING FORM

Before filling in this form please contact our Bookings Secretary (Anne-Marie Grant tel:0131 440 3823, email: bookings@penicuikarts.org) to check availability (or look at the online calendar, <http://goo.gl/MKRdN>) and read the attached Conditions of Use.

Rental Charges from 1st November 2005 are: £7.50 an hour for Room 1; £5 an hour for the smaller Room 2 and £5 an hour for the Gallery Café[#]. Café bookings must be approved by the committee. Bookings are for arts-related events, though other bookings may be accepted at the discretion of the committee[#]. The Arts Association reserves the right to alter or cancel any booking for whatever reason.

Different rental rates will be negotiated for commercial activities on a case by case basis.

NAME AND ADDRESS AND TELEPHONE OR E-MAIL

DATES REQUIRED

TIMES REQUIRED

ROOMS REQUIRED

PURPOSE OF LET

OFFICE USE ONLY

BOOKING CONFIRMED

KEY REQUIRED

RENT DUE

RENT RECEIVED

PENICUIK ARTS CENTRE – CONDITIONS OF USE

RENT#

Room 1 (large room, upstairs)	£7.50 per hour
Room 2 (smaller room, upstairs)	£5 per hour
Gallery Café	£5 per hour

Different rental rates will be negotiated for commercial activities on a case by case basis.

To check availability, please phone or email our Bookings Secretary, (Anne-Marie Grant tel: 0131 440 3823, email: bookings@penicuikarts.org, online calendar <http://goo.gl/MKRdN>). If the room is free you will be asked to fill in a Booking Form. Forms are available in the craft shop at the Arts Centre or can be sent to you on request. Completed forms should be returned to Anne-marie who will pass these on to our Treasurer. Payment should be made as soon as possible after completion of the let to the treasurer or another committee member.

KEYS

Regular and frequent users will be supplied with a key on payment of a deposit of £8 to the Treasurer. This will be refunded following receipt of the final rent.

Key holders in case of difficulty:

Sue Owen 670678; Mhairi Coyle 673092, 07816155104; pcaa@penicuikarts.org

SECURITY

It is the responsibility of the user to ensure that all heaters, fires, taps and lights are turned off and that windows and doors are shut and locked securely. Make sure all curtains are open when you leave. Please keep the outer door either supervised or actually locked during any evening event to stop potential vandalism.

CARE OF THE BUILDING

Please leave the building as you would wish to find it. Take your litter and bottles away with you when you leave. Wipe tables if necessary. Cleaning materials are available in the bathroom on the half-landing above the café. Do not attach anything to the walls:
blu-tak, sellotape and drawing pins all damage the surface of walls.

There is an information sheet for the hanging of exhibitions (contact Mhairi Coyle^{see above} or Jenni Thompson, 07769228028, 01316285859).

SMOKING IS NOT ALLOWED anywhere inside the Arts Centre.

ABOUT PENICUIK COMMUNITY ARTS ASSOCIATION (PCAA)

PCAA is a charitable organisation run by a committee of unpaid volunteers. Our building is used by many different groups. Respect for the facilities will continue to ensure a high quality resource for the community. We do not have any janitorial staff, so all furniture taken out for your use e.g. folding tables, must be returned to storage after use.