

Room Booking Request Form for Canonmills Church

Please complete this booking request form and return to Canonmills Church via email at: Hello@CanonmillsChurch.com.

Your booking is not confirmed until we have received your completed booking request form, received payment and have written to you confirming your booking.

Hirer's contact details

Name	
Organisation	
Address	
Email	
Phone number 1	
Phone number 2	

Spaces you'd like to hire (please circle as appropriate)

Church hall

Coffee Room

Kitchen

How did you hear about us: _____

Please provide details of the type of event you are holding. Attach a copy of the programme details and names of any speakers if applicable.

Access required from (date and time)	
Event start time	
Event end time	
Access required until (date and time)	
Number of people expected	
Is this a public or private event?	

I am the hirer / I am authorised by the Hirer (delete as appropriate) to enter into this agreement I agree to the terms and conditions

Signature:

Date:

Printed name:

Terms and Conditions of Hire of Premises at Canonmills Church as at May 2026

Accommodation booked

Users are not permitted to occupy any other room, hall or outside area unless previously agreed as part of the hire.

Period of occupation

We accept no bookings for less than one hour and ask that, unless there are exceptional circumstances, bookings are made in increments of half-an-hour. The period of time of the chargeable hire will be as noted in the booking form. As part of the hire period and for purposes of setting up and clearing up, we will also offer, at no charge, 15 minutes either side of your core activity times. It is an essential condition of hire that users shall not access the premises before the agreed start time of the hire and shall completely vacate the premises and remove any equipment and property brought onto the premises by themselves and by those they have allowed onto the property by the end of the hire period. On leaving, the premises must be left clean and tidy, windows and doors shut, all lights turned off and the external door firmly closed.

Cancellation

Two working days notice of a cancellation is required for *external* groups, otherwise a charge will be made. Canonmills Church reserves the right to cancel individual meetings at short notice in very exceptional circumstances, for example because of fire or flood, or if halls are required to fulfil its own obligations. In this case, a full refund of any monies deposited will be given.

Insurance

The users shall be responsible for providing proof of adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring into the premises in connection with their use of them. They shall be responsible for demonstrating adequate public liability insurance cover in respect of their use of the premises, to the value of £5 million.

Indemnity

Canonmills Church and its congregation shall not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of deficiency in respect of the premises themselves arising out of this hire; and the users shall indemnify the Canonmills Church, and its congregation, (including the Deacons vested in the premises) against all such loss, damage or claims. Any damage to the church property during occupancy of the premises will be made good by Canonmills Church and the cost of this will then be charged to the user, person or organisation responsible.

Children, young people and protected adults

The users must confirm that they are aware of the current relevant legislation relating to the safeguarding of children, young people and protected adults [Protection of Vulnerable Groups \(Scotland\) Act 2007 \(legislation.gov.uk\)](#). It is agreed that if users are found to be in breach of these undertakings, Canonmills Church shall have the right to terminate this agreement with immediate effect.

Health and safety

Users must familiarise themselves with the Fire Evacuation Plan and Procedures in event of a fire. They must also familiarise themselves with signage showing location of First Aid boxes, Accident Book, Fire Exits and be responsible for accounting for the number of persons in their organisation and recording of any accidents. Any portable electrical items brought in for use on the premises must be tested annually and have a current PAT Certificate available for inspection.

First aid

It is the responsibility of all those leading groups in the church to be responsible for First Aid. A First Aid kit is kept in the church kitchen, to the left of the sink. The nearest defibrillator can be found inside Tesco, on Broughton Road, at the address: 7 Broughton Road, Edinburgh, EH7 4EW. The defibrillator is directly to the left-hand side when you enter the shop - it is next to the security desk - and is available when the shop is open.

The nearest defibrillators available 24/7 are located at:

- Braeburn Home, 35 Inverleith Terrace, Edinburgh, EH3 5NU
- 7B Saxe-Coburg Street, Edinburgh, EH3 5BN

Kitchen and food hygiene

Use of the kitchen facilities must be specifically requested at the time of booking. There may be an extra charge, depending on usage. Food may be cooked in the kitchen but users making and serving food must satisfy the Health and Safety Officer that use of the kitchen will be supervised by person or persons holding at least a basic qualification in the handling, processing and preparation of food as recognised by The Food Standards Agency and that they are familiar with their duties under the Food Safety Act 1990 and undertake to comply with the same. Online training is available. These conditions need not be met if only preparation of tea or coffee is required. Commercially-prepared food may be brought in, but the only home-cooked food permitted is cakes and biscuits without any cream. Those consuming the food must be alerted to the presence of allergens, if any. The kitchen must be left in a clean, neat and tidy condition at the end of the period of use with all rubbish and food removed from the premises.

Organ (instrument)

The organ may be available for use on specific request only if used by competent players. If such permission is sought the player must be named on the booking form. Any damage will be the responsibility of the user or organisation.

Licensed activities

Certain activities on church premises may require to be licensed. This includes any lottery or gambling, sale of alcohol, cinema showings, musical performances and so on.

Parking and travel

Please note that parking near Canonmills Church can be difficult. The church has no parking area. There is on-street parking in the nearby area, paid Monday-Saturday and free on Sundays. Additionally, directly outside the church entrance there is no parking at all as the area is marked with a double-yellow line and bus stop.

The bus stop directly outside the church entrance, is called 'Canonmills' and serves Lothian buses:

- 9 (Muirhouse-King's Buildings)

- 8 (Muirhouse-Royal Infirmary)
- 36 (Gyle Centre-Ocean Terminal).

Bicycles cannot be chained to the wrought iron fencing outside Canonmills Church. The fencing is not the church's but is owned by our neighbours and therefore left bicycles may be removed. Canonmills Church does not have a bicycle store or alternative.

Walking and commuting by bus are the recommended ways to travel to Canonmills Church.

Other

Please note that no smoking is permitted within the building. No animals are permitted to enter the halls, except for Assistance Dogs. For evening hires, visitors are requested to leave the premises quietly, in order to avoid disturbing our neighbours.

Health and Safety Policy Canonmills Church as at May 2026

Responsibility

The Diaconate of Canonmills Church via the Church Secretary has overall final responsibility for health and safety.

The Diaconate has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility of	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the premises	The Diaconate	Carry out specific risk assessments, act on their findings when required and review annually
Provide clear instructions and information, and adequate training, to ensure employees and volunteer staff are competent to do their work and worship in safety	The Diaconate	Review annually
Engage and consult with employees and members of the congregation on day-to-day health and safety conditions	The Diaconate	Arrange for Health and Safety matters to be a standing item on the agenda of all Deacon's meetings
Implement emergency procedures - evacuation in case of fire or other significant incident.	The Diaconate	Carry out separate Fire Risk Assessment and implement findings when required
Maintain safe and healthy working and general conditions, provide and maintain equipment and appliances and ensure safe storage/use of any hazardous substances	The Diaconate	Included in general risk assessment