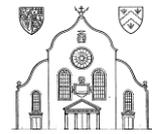




EVENTS AT CANONGATE KIRK, EDINBURGH



Conditions of Use

1. A deposit of £50 will be required at the time of application in order to secure a booking. This will be debited from the total fee invoiced after the event.
2. **The Kirk must be left in a clean and tidy condition by the Users with all equipment (chairs, piano etc) restored to its normal position or as directed by the Kirk Steward. After rehearsals a member of the group should ensure that all lights are off and all doors are locked.**
3. Users will be liable to reimburse the Kirk for the cost of making good any damage to the premises or any equipment, furniture or fittings.
4. Canongate Kirk can take no responsibility for loss of, or damage to, any instruments, music, or personal possessions of any kind belonging to Users or left behind in the building.
5. Users are asked not to attach posters to the building using drawing pins or tape. Blue-tack is acceptable.
6. If Users are given keys, they should be returned to the Kirk Steward at the start of the concert.
7. Smoking is not permitted inside the church and no food or drink may be consumed inside the sanctuary, in the organ loft or the Session Room. Bottled water only may be taken beyond the glass doors.
8. Candles may not be used, except with special permission.
9. The Session Room at the far end of the gallery is not available to Users, except with special permission.
10. **No items are to be placed on the Communion table at any time. It may only be moved with special permission.**
11. The pipe organ may be played only by musicians named on the application form, as agreed with the Events Administrator or the Director of Music.
12. Users may not have the piano or organ tuned unless with special permission from the Events Administrator and then at the Users' cost and using only a tuner approved, and booked, by the Events Administrator or the Director of Music of Canongate Kirk. Both instruments are regularly tuned to Equal Temperament and should not be tuned to any alternative tunings. Please give as much notice as possible if you require this service.
13. Where recording equipment is brought into the Kirk, cables must be laid down carefully and taped where necessary with regard to Health and Safety requirements. All traces of tape must be carefully removed after use.
14. Users must supply their own ticket and programme sellers and also supply and look after the float.
15. Users must also supply one Steward to remain in the entrance hall during the event to admit latecomers, man the front door and to assist the Kirk's Steward in the case of an emergency.
16. For PRS purposes, Users must supply, immediately after the event, three copies of the programme together with the prices of the tickets, (including concessions), the total number attending and the number of tickets sold *at this venue only*. Performers in the Fringe need to supply this information to the Fringe Office.
17. The instructions of the Events Administrator or Kirk's Steward must be complied with at all times.
18. All groups to confirm that they have their own Public Liability Insurance and will be asked for evidence of this at the time a booking is made.