

	Hall Prices per Hour				
	Queensferry Church Centre		Dalmeny Church Centre		
	St Andrew	Queen Margret	St Cuthbert Hall	Dundas	Amos
Members and Recognised Churches	£15.00	£15.00	£15.00	£11.00	£11.00
Youth and Children Groups	£11.00	£11.00	£11.00	£11.00	£11.00
Community Groups	£20.00	£20.00	£20.00	£13.00	£13.00
Commercial Groups	£24.50	£24.50	£24.50	£17.50	£17.50
Parties and One off Bookings	£27.00	£27.00	£27.00	£21.50	£21.50
Kitchen Facilities	£30 per session / booking (preparing and cooking food) Use of the kitchen for tea and coffee is FOC				

Will someone be there to open and close?

If you are holding an event where a key holder is not present then someone will arrive at the start of the booking time to open up, and show you where everything is. They will then come back at the end of the booking time to lock up.

Can I use the kitchen?

The kitchen facilities are able to be used for tea and coffee during your booking when Café is not on. If you would like to use the kitchen for cooking, and preparing food this needs to be pre-booked and is a cost of £30 for your booking.

Café times:

Queensferry – Monday and Wednesday 10am till 2pm

Dalmeny – Tuesday and Friday 10am till 12pm, Thursday 10am till 1:30pm

Are there tables and chairs I can use:

Yes, there are. If you are holding a large event please ensure you speak to the office to ensure there is enough.

Can I use the cups, plates, cutlery etc?

Yes, you can, but please ensure that everything is cleaned and put away at the end of your booking.

Use the church crockery and cutlery when possible instead of single use plastic crockery and cutlery

Use the washable cups and mugs instead of disposable coffee cups

Consider use of plastic free alternatives if using disposable crockery and cutlery –

www.vegware.co.uk are one source of suitable alternatives

If you wish to make use of the dishwasher please ask on booking and if necessary you will be shown how to use the dishwasher correctly.

What do I do with the rubbish?

Please ensure you take all the rubbish away with you. The bins are for Church use only. Please do not leave food for the cafes to use as they are unable to use it.

Can I move the tables and chairs around?

Yes, you are more than welcome to move things around to suit, but please ensure they are put back as they were at the end of your booking.

Can I adjust the heating?

In Dalmeny you are able to adjust the radiators, but please ensure you put them back to the correct setting at the end of your booking.

In Queensferry, you are not able to adjust the heating.

Can I have entertainment / bouncy castle in the hall?

You can have entertainers come in during your booking. You can only have bouncy castles in St Cuthbert Hall in Dalmeny, they are not permitted in any other space in either of the Church Centres. If you are having a third party come in during your booking, they need to hold the correct insurance for their own business.

Please ensure you check their time requirements for setting and tidying up, this needs to be included in your booking time.

Bouncy castles must be collected by the end of your booking time due to other bookings. The size of the castle can not be any bigger than 18ft wide and 18ft.