|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  |  No. in group: | \_\_\_\_\_\_\_approx. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start date |  | Repeat every |  | weeks Last meeting on: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rooms Required:  | Time from: | Time to: |  |  |
| Heriot Hall |  |  |  |  |  |
| Rankine Hall |  |  |  |  |  |
| Small Hall |  |  |  |  |  |
| Vestry |  |  |  |  |  |
| Kitchen |  |  |  |  |  |
| *Please include time for any setting up and clearing up.***Note: the Sanctuary is not available for general use.** If the sanctuary is your chosen venue then prior permission must be sought from the Minister. |
| **Any dates halls NOT required?** |
| Date: |  |  |  |  |  |
| Date: |
| Date: |  |  |  |  |  |  |  |  |
| Date: |  |  |  |  |  |  |  |  |
| Date: |  |  |  |  |  |  |  |  |

**Any extra dates halls required?**

|  |
| --- |
| Date: Time: |
| Date: Time: |
| Date: Time: |
| Date: Time: |
| Date: Time: |

|  |
| --- |
| **For information: Hall Capacity** |
| Hall | Theatre Style | Seated at Tables |
| Heriot | 120 | 80-90 |
| Rankine | 80 | 50-60 |
| Small Hall | 30 | 15-20 |
| Vestry | n/a | Seated 8-10 |