

Hire Information

We seek to be a welcoming inclusive church both for worship and for the community through our comfortable and flexible venue.

Description of Rooms

On entering the building there is a welcoming café area with a servery through to the modern fully equipped kitchen. This area also has a fantastic state of the art soft play area for small children, (under 6's) along with comfortable sofa seating. This leads to a large auditorium space and chairs in this area can be moved to the side. The café area can be let along with this space or on its own. However, please note the café area is where access to the building is so other users may need to use this space to come and go. We also have a good sized back hall for smaller groups. There is also a fully equipped kitchen that can be used by all groups.

In addition we have our recently completed annexe which can be used as one large hall or split in two with a partition. It has it's own kitchenette and toilet facilities.

Who can hire

Our rooms and worship space will be available for day and evening bookings. We can accommodate large or small groups for a range of activities (conferences, childrens clubs, concerts, meetings, activity and community groups etc...). If interested please get in contact and we will see if our church can work for your group or event.

How to Book

Please enquire for bookings at bookings@dunfermlineeastchurch.org.uk or call Andrew on 07815719301

Rooms to Rent	Peak Rate	Off-Peak Rate (before 6pm)	Charity Rate
Auditorium	£36 per hour	£24 per hour	£19 per hour
Café Area	£36 per hour	£24 per hour	£19 per hour
Auditorium and café together	£47 per hour	£35 per hour	£24 per hour
Back Room	£20 per hour	£14 per hour	£10 per hour
Back room and café together	£43 per hour	£30 per hour	£24 per hour
Small annexe	£20 per hour	£14 per hour	£10 per hour
Large annexe	£30 per hour	£24 per hour	£20 per hour
Whole annexe	£40 per hour	£35 per hour	£25 per hour
Whole building	£70 per hour	£60 per hour	£50 per hour

Conditions of Use

All users will be asked to sign a contract of use. However, here are some points:

Church Use - there may be occasions (funerals or times during school holidays) when the church require use of the building when a hirer would usually meet. In such circumstances the group will be given notice and refunded for the period.

Soft Play - please note this available for use by all hirers, (unless the café area has been rented out). We ask that all users read and abide by the height restrictions and rules. **Please note that the church cannot take responsibility for injury caused.**

Kitchen - Food and Drink / Food safety

Access to the kitchen for hot water or simple activities such as preparing a snack for children (to be discussed in advance) is usually included in the hire cost. Cooking should be arranged / discussed in advance. Please follow any guidance in the kitchen. Children are not allowed in the kitchen.

Alcohol

The church does not have a licence so alcohol cannot be sold on the premises. The church does not want alcohol to be consumed on the premises.

Gambling

Gambling is not permitted.

Animals

No animals are permitted in the building, with the exception of assistance dogs.

Lighting / Heating

Included in the cost of the hire is lighting and heating and access to hot water.

Damages

Any damage to the premises caused by hirers shall be paid for by them.

Public Liability Insurance

Users of the church should ensure they have adequate public liability insurance in place.

Entry / exit

We do not intend to give users keys but instead to open the church and necessary rooms for hirers. This should ensure alarms, heating, lighting etc is all set up for users.

Setting / Clearing up

We would expect users to leave the rooms they use in the condition they found them. Please advise if a room was not left in an acceptable condition. If large pieces of furniture require to be moved, e.g the chairs in the worship space the church will arrange for this to be done in advance on request.

Access to the room will be available 15 minutes before the booking. **Additional setting up and clearing up time should be included in the period that you book.**