|  |  |  |  |
| --- | --- | --- | --- |
| **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: |

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| --- | --- | --- |
| **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 |