

ST JOHNS CHURCH HALL HIRE AGREEMENT

Hiring Agreement and Conditions of Hire for the hire of St Johns Church Hall and other rooms within the building. The relevant information should be inserted where there are blanks.

Hiring Agreement for St Johns Church Hall

THIS AGREEMENT is made on day of Year.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL OF:

St Johns Church

("The PCC") and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:-

1. The PCC agreed to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:-

2. Period of Hiring

Date(s)

Hours from..... to

3. Description of room(s).....

and facilities to be hired.....

4. Hiring Fee & Deposit

Hiring Fee: £15 per hire for private party.

Deposit: A deposit of £20 which is returnable when the hall has been checked to make sure it is clean either after the party or next day.

Total Amount: £35

Payable on or before at time of booking.

Email: info:st-johns-church.org.uk Telephone: 01482 828169

5. PCC's authorised representative: Rev Matt Martinson, The Vicarage, St Johns Church, Wawne Road, Hu7 4YR, **Telephone number:** 01482 828169

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

6. Hirer.....

Organisation (if applicable).....

Address.....

..... **Telephone number**.....

Standard Conditions of Hire

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

2. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.

3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.

4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.

5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

Email: info:st-johns-church.org.uk Telephone: 01482 828169

6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.

7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.

8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

12. At no time does St Johns church accept responsibility for any damage caused to person's or property both in the premises or on the grounds of St Johns Church. The Hirer must make sure that they have the correct public liability insurance to cover themselves whilst using these facilities.

AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

Name: **Date:**

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

Name: **Date:**

Deposit Return Form

This is to say that the deposit of £20 was returned to

Name: _____

In regard to the hire of the hall on:

Date: ____ / ____ / _____

I _____ sign to say that I have received
back the deposit of £20 from St Johns church on:

Date: ____ / ____ / _____

Signature of hirer: _____

Signature of Church representative: _____