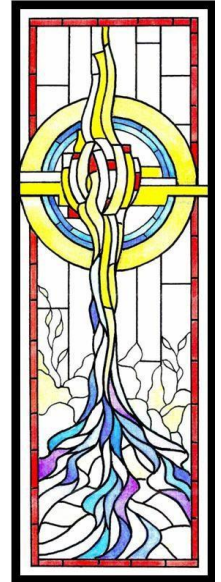


PARISH OF ST MARY & ST PETER, STAINES



HALL HIRING AGREEMENT

between THE PAROCHIAL CHURCH COUNCIL (PCC) OF THE PARISH OF
ST MARY & ST PETER, STAINES

and the person(s) or body named below ("the Hirer")

whereby in consideration of the sum(s) mentioned below:

- A. The PCC agree to permit the Hirer to use the premises or part(s) of the premises designated below for the purposes and period(s) and at the hiring fee specified below:**

Halls Required – St Peter's/St Mary's Halls (please indicate which required)

Entire premises / Main Hall + Kitchen / Small Hall + Kitchen **(please indicate which required)**

Period of Hiring – Date..... Times fromam/pm. to..... am/pm
(Must include setting up & taking down time)

Purpose of Hiring.....

Expected number of persons attending.....

Will the function be open to the public?

State whether any music will be live or recorded

Name of hirer – Mr/Mrs/Miss/Ms.....

Address -

..... **Post code**.....

Contact Phone No. **Email**.....

Booking on behalf of (if applicable)

Hiring Fee £..... **Damage Security Deposit** £.....

Balance £..... **payable on or before**

Name of PCC's authorised representative

THIS AGREEMENT is made on day of20.....

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 the rules 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.

Standard conditions of hire

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking refundable at the discretion of the PCC. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise in which case the deposit and any balance of fees paid will be refunded.
2. THE HIRER shall pay the balance of any 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 but shall be under no obligation to do so.
3. THE HIRER shall ensure that the Rules governing the use of the premises are adhered to.
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 to avoid obstruction of the highway, especially noting that St Peter's Close is a private road in which hall-users may not park.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third-party claims which may lay 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, and 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 area surrounding 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. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, report it to the Parish Office providing the information required in part C annexed hereto when the Office is next open.
13. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

AS WITNESS the hands of the parties hereto

Signed by the person named above on behalf of the PCC date

Signed by the Hirer, or on behalf of the Hirer as named above date

PART C - ACCIDENT OR INCIDENT REPORT

PART C

THE HIRER(S) of the premises is / are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirer(s) after the event.

Person injured:

Name

Address

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Telephone

Date & Time of incident

Place incident occurred

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

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Witnesses:

Name:

Address:

Telephone:

Name:

Address:

Telephone..... (Signed witness statements should be obtained wherever possible)