

ST.PETER'S CHURCH HALL ADDINGHAM LS29 0QS

HIRING AGREEMENT TERMS AND CONDITIONS

The church hall is the property of St. Peter's Church Addingham held in trust by the Parochial Church Council (PCC). The PCC reserves the right to decline any booking request.

This hire agreement is between the PCC and:

Name:

The hire agreement is for the **sole** purpose of:

.....

This agreement commences on.....

The hiring fee will be.....

Fees

Short term booking fees are to be paid at the time of booking but will be reimbursed in the event of a cancellation.

Long term bookings fees are to be paid in advance on the first day of each month of hire and booking shall be no longer than one year ahead.

Hire fees will be reviewed annually by the PCC.

All cheques should be made payable to St. Peter's Church Addingham c/o Jill Cooke, 2 Hodgson Fold, Addingham, LS29 0HA.

Terms and Conditions of Hire

- If hirers contract with entertainers or other outside entertainment, they must ensure the entertainers provide public liability insurance as the PCC's insurance policy does not cover this.
- The PCC accepts no responsibility for loss, damage or injury to person or property either on the premises or in the church grounds.
- Hirers are responsible for the Health and Safety of the people using the hall during times of the hire agreement.
- First Aid boxes are located in the kitchen and in the foyer with an accident book. All accidents must be recorded in the accident book and Jill Cooke informed by email.
- The number of people using the hall is limited to 80 people seated.
- Hirers must not make any alterations to the building, remove or dispose of any fittings or furnishings belonging to the PCC.
- Hirers are responsible for the cost of carrying out any repairs or damage incurred.
- Hirers are responsible for ensuring that the hall is left in a clean condition with furniture properly replaced (see the hall plan in the foyer) (vacuum, brushes and mop buckets can be found in the store room)
- Hirers must ensure the toilets (and infant's potties) are all left clean and all nappy products removed.
- All kitchen equipment must be put away and the water heater turned off.
- Hirers need to bring their own rubbish bags and ensure they take away all their rubbish as St. Peter's does not have municipal rubbish collection.
- It is not permitted to sell alcohol on these premises by cash, entry ticket or donation.
- Noise must be kept to a reasonable level as the hall is situated within a residential area
- All events must end no later than 10.30pm.

- The hall is adjacent to a burial ground which is regularly visited by bereaved people, so we do ask for due respect. The environs of the graveyard are not for use beyond its designated purpose.
- The hall piano is not for use by the hirer without prior permission.
- No animals are allowed on the premises with the exception of guide or assistance dogs.
- Bouncy castles must not be used inside.
- Before their event, hirers must familiarise themselves with the fire exits, alarms and extinguishers and how to summon emergency services. Instructions can be found on security board in the foyer. In the event of an evacuation, hirers will take responsibility for evacuees.
- Internal use of any substance that would set off the smoke alarms causing a false alarm shall not be used.
- It is illegal to smoke in any part of the building.
- The premises must not be left unattended at any time during the time of use.
- Extra key/s can be applied for if required.
- On leaving, hirers must ensure that the entrance doors to the building are securely locked and bolted, all windows closed, all lights switched off and all internal doors closed, including the fire exit door
- The hirer will not use the hall for any purpose other than that specified on the hire agreement.

Safeguarding

In signing this agreement, all hirers who hire the premises for any event at which there are children, young people and **adults at risk**, agree to take full responsibility for their welfare during the event. Children under 18 years old using the hall must be supervised at all times by at least two adults.

Termination of the Agreement

The agreement may be terminated by either party. The PCC reserves the right to terminate the agreement with immediate effect if hirers do not adhere to the contract.

The PCC reserves the right to decline any booking request.

The PCC reserves the right to cancel a booking under exceptional circumstances, such as a funeral, in which case notice will be given at least four days in advance. In such a circumstance the PCC will reimburse the hirer and any additional costs incurred by the hirer will be borne solely by the hirer.

In case of an emergency please contact one of the following:

Jill Cooke on 01943 830108; Rev'd Jill Perrett on 01943 831382; Gordon Atkinson 01943 830928

I accept and agree to abide by the terms of this agreement

Hirer Name.....

Signature.....

Contact phone /email

Address.....

St. Peter's Name.....

Signature

Contact phone 01943 830108

jillc.stpeters@gmail.com

Date.....

The following page contains the agreement schedule for long term bookings of times and dates when you have hired the hall.