

## Hiring Agreement for ST JOHN'S CHURCH HALL

THIS AGREEMENT is made on .....day of 201

BETWEEN THE PAROCHIAL CHURCH COUNCIL OF St John the Baptist Church, Isleworth ("The PCC") and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 3 below:-

**A. The PCC agrees to permit the Hirer to use the Church Hall, with kitchen, for the purposes and period(s) and at the hiring fee specified below:-**

1. Purpose of Hiring

2. Period of Hiring

Date .....

Hours from ..... to .....

3. Hiring Fee

£.....

Less deposit received

£.....

Balance

£.....

Cheques payable to **ST JOHN'S CHURCH HALL**

**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.**

4. Hirer .....

Organisation (if applicable) .....

Address.....

Email ..... Telephone number.....

### **Standard Conditions of Hire**

1. THE HIRER shall pay as a deposit £50 or (if higher) one third of the cost of the booking, only 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. **A returnable deposit of £50 in case of small damages must be paid by cheque in advance of the hiring.**
4. 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.

5. The HIRER shall vacate the Hall not later than the time stated on the Application Form. Time for preparation and for clearing up and removal of the Hirer's equipment and rubbish is deemed to be part of the hiring period and must be booked and paid for.
6. The HIRER must ensure that the Hall, including the toilets and the kitchen, are left clean and tidy, with all lights switched off and the front door secured.
7. The HIRER may not adjust or interfere at any time with any electrical installation or heater, including water heaters, timing clocks and safety guards.
8. The HIRER may not affix any decoration to the walls without prior agreement.
9. THE HIRER shall ensure that the safety and care and protection of children is of the utmost importance and that all appropriate provision has been taken and will be implemented.
10. 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 so as to avoid obstruction of the highway and that all vehicles are kept off the grass..
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.

AS WITNESS the hands of the parties hereto

SIGNED on behalf of the PCC.

..... Date.....

SIGNED by or on behalf of the Hirer.

..... Date.....