**FSt Augustine’s Church, Bradford**

**Otley Road, Undercliffe, Bradford, BD3 0DR**

**HIRE AGREEMENT FORM**

***St Augustine’s Parochial Church Council (PCC) agrees to permit The Hirer use of Church space for the purpose and periods described below.***

**NAME OF HIRER:**

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**ORGANISATION:**

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|  |

**ADDRESS:**

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|  |
|  |

**TEL NO:**

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**MOB:**

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**EMAIL:**

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**PURPOSE OF HIRING:**

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**SPACE** (which area(s) of the church do you require)**:**

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| --- |
|  |

**Private Functions: please provide names of two responsible adults if children or young or vulnerable adults are present (see Standard Conditions of Hire 3)**

| 1.  |  |
| --- | --- |
| 2. |  |

**HIRE DATE:**

|  |
| --- |

**TIMES** (Please state start and finish times)**:**

| Start: |  |
| --- | --- |
| Finish: |  |

| ***FOR OFFICE USE ONLY*****HIRING FEE:** ……………………………………………………….…………….. **DEPOSIT:**…………………………………………………………………………..**KEYHOLDER CHARGE:** ………………………………………………………..**SET UP CHARGE:**........................................................................................ |
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*A DEPOSIT of £100.00 may be requested. The deposit will normally be returned within 14 days of the hire, unless any amount is withheld for rectifying damage caused to the premises or its contents during the period of hire, or as an administrative fee at the discretion of St Augustine’s PCC.*

**Payments accepted by bank transfer to St Augustine’s PCC.**

**The Hirer agrees with the PCC to observe and perform the provisions contained in the *Standard Conditions of Hire* which have been read, understood and accepted.**

**Signed by hirer:**

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(I certify that I am over 18 years of age)

**Date:**

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| --- |

**Signed on behalf of the PCC:**

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| --- |

**Date:**

|  |
| --- |

*(The PCC will not use these data for any purpose other than the administration of the hire of the Church Room*).

**Email:** **office.staugustines@gmail.com****; Tel: 01274 775885;**

**Parish Contact: Rebecca Highcock, Parish Administrator**

**STANDARD CONDITIONS OF HIRE**

1. The whole church is available for hire at a rate of £30/hour and £35/hour on weekends.
2. Activities must not unduly disturb church services and church work. Noise must be kept to a minimum and all music cease by 23.00.
3. Appropriate child and/or adult protection procedures must be in place if the hiring involves the attendance of children or young adults under 18 years of age or vulnerable adults. For private functions the names of two adults responsible for supervision and maintaining order should be given. Regular hirers and organisations confirm that all adults undertaking supervisory duties have up-to-date DBS registration certificates and have undertaken required safeguarding training.
4. NO SMOKING is allowed in the hall or on the premises. No fireworks or pyrotechnics. No nails, pins, tape on the walls or woodwork. Evidence of any of the named activities will result in loss of deposit.
5. If required, a Keyholder will open and close the premises for you. You need to leave the premises at the discussed time, when the keyholder arrives which includes the premises being cleared and tidied. Any time after the agreed end time of your event will result in a charge (£5.00 for every 10 minutes that the keyholder cannot lock up).
6. If issued a key/fob by the PCC the hirer must ensure that the person responsible for keyholding adheres to all points detailed in the keyholder agreement form.

*(keys and fobs will not be issued to the hirer until the key holder agreement form has been signed and returned to the PCC).*

1. Any items left on the premises are left entirely at the owner’s own risk and the PCC will not take any responsibility for lost/stolen property.
2. Two weeks’ notice of cancellation must be given for single bookings, four weeks’ for regular bookings covering less than six months, and 10 weeks of regular bookings covering six months or more.
3. If less than the required cancellation notice is given, the PCC reserves the right to charge a cancellation fee of

∙ 50% the hiring fee for single bookings

∙ 50% the weekly rate up to four weeks for regular bookings covering less than six months

∙ 50% the weekly rate up to 13 weeks for regular bookings covering six months or more

**The hirer shall:**

* Ascertain that the facilities are suitable for the activities for which the premises are hired.
* Pay the agreed fees and deposit in advance and before the event takes place. Fees for regular and long-term bookings are due in advance and agreed with the PCC. Fees for private bookings need to be paid 2 weeks prior to the event or the PCC retains the right to cancel the booking.
* Be responsible for any accident or injury arising from activities or damage to third party property. Organisations and regular hirers must hold appropriate public liability insurance to cover activities during the hiring.
* Be responsible for supervising the premises and contents during the hiring, the behaviour of all persons using the premises, car parking arrangements and avoiding obstructing the public highway, emergency exits and adjoining properties.
* Undertake a risk assessment to ensure familiarity with the area being supervised, the location of emergency exits, fire extinguishers and first aid kits.
* Comply with fire and safety regulations. Communicate evacuation procedures to users in event of a fire, and have a suitable means of contacting emergency services.
* Ensure that electrical appliances brought to the premises are in good working order, used in a safe manner and do not compromise existing electrical systems.
* Ensure that all relevant food health and hygiene legislation and regulations are observed in the preparation, serving or selling of food.
* Obtain appropriate licenses for activities required by the Local Magistrates Court, Licensing or Local Authorities including TV license.
* Give notice if he/she intends bringing alcoholic drinks onto the premises, play loud music or have a live band.
* Leave the premises in a clean and tidy condition at the end of the hiring, including the main worship area, foyer, toilets, kitchen, hallway and garden. Any furniture (chairs/ tables ECT:) should be returned to their normal positions before leaving. Failure to leave the premises in this condition will result in loss of deposit.
* All rubbish must be packed and removed from the premises and disposed of by the hirer.
* Any additional time needed to set up/tidy up the space needs to be taken into account when making the booking. The booking start and finish time are non-negotiable on the day of the booking.
* If you require the space to be set up for you, please ensure you let the parish administrator know beforehand. This will incur an additional charge.
* Indemnify the PCC for the cost of repair or replacement for any damage done to the property or its contents during the hire period plus any additional expenses incurred where the Standard Conditions of Hire have been contravened. If the PCC must employ a contract cleaner to clean up after a hiring, the cost incurred will be passed to the hirer which will need to be paid within a two week period.

**The PCC shall:**

* Maintain the premises in a clean and safe condition.
* Accept no responsibility for injury to persons or damage to belongings however caused.
* Have no liability to the hirer for any resulting losses if the space proves unsuitable for the activities for which it was hired.
* Reserve the right to cancel the hiring agreement if exceptional, unforeseen circumstances occur. The hirer shall receive a full refund of any hire fees and deposits paid, but the PCC shall have no further liability to the hirer.