**St Clement’s Church, Bradford**

**294A Barkerend Road, Bradford, BD3 9DF**

**HIRE AGREEMENT FORM**

***St Clement’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 4).**

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

**HIRE DATE:**

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

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

| ***FOR OFFICE USE ONLY***  **HIRING FEE:** ……………………………………………………….…………….. **DEPOSIT:**…………………………………………………………………………..  **KEYHOLDER 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 Clement’s PCC.*

**Payments accepted by bank transfer to St Clement’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:**

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*(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**](mailto:office.heartandanchor@gmail.com)**; Tel: 01274 775885;**

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

**STANDARD CONDITIONS OF HIRE**

1. The church lounge is available for hire at a rate of £25/hour.
2. The room can be hired till 10pm and the church must be vacated by this time (this includes the time required to clean). Please note if a room hire goes beyond 10pm the extra time will be charged at £10.00 per 15 minutes.
3. Activities must not unduly disturb church services and church work. Noise must be kept to a minimum and all music must cease by 22:00.
4. 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).*
5. NO SMOKING is allowed in the hall or on the premises. No fireworks or pyrotechnics. No nails, pins, tape on the walls or woodwork. The use of silly-string or confetti is not permitted inside or outside the building. Alcohol is permissible if agreed beforehand, although only in moderation. Evidence of alcohol misuse or any of the named activities will result in loss of deposit and if necessary the booking will be stopped early.
6. Use of the cooker is not permitted, however a microwave is available to heat food. The person booking the room needs to ensure that all relevant food health and hygiene legislation and regulations are observed in the preparation, serving or selling of food.
7. The person booking the room is responsible for cleaning. The room, kitchen, toilets and outside area should be left as they were found – this will be checked by the caretaker. If the rooms are not left to the required standard, a charge will be deducted from the deposit. 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.
8. All rubbish must be packed and removed from the premises and disposed of by the hirer.
9. Refrain from moving furniture around in the main worship area unless agreed at the time of booking. All furniture must be returned to its original place before the end of the booking.
10. There is limited parking available (approx 8 cars), however access to the vicarage (house behind the church) must be kept clear at all times.
11. If required, there will be a £20.00 charge for a keyholder to open and close the premises for you. If the keyholder is delayed at the agreed end time of your event it will result in a charge of £10.00 for every 15 minutes that the keyholder cannot lock up. If you require further visits from the keyholder there will be an extra charge.
12. 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. All social events are more than welcome, but we request that this Christian building is not used for other religious activities.
3. 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.
4. A cash deposit of £100.00 is required with the booking. Payment for the room hire is required in full on or before the date of booking. 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. 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. The PCC has no liability to the hirer for any resulting losses if the hall proves unsuitable for the activities for which it was hired.
* Ensure when booking the room that any additional time needed to set up/tidy up the space is taken into account. The booking start and finish time are non-negotiable on the day of the booking.
* 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 (there is no telephone or broadband on the premises).
* 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 licences for activities required by the Local Magistrates Court, Licensing or Local Authorities including TV licence.
* 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 and remove all rubbish at the end of the hiring, including the worship area, back room, 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.
* 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 hall 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.