

## ST BARNABAS CHURCH HALL – HIRING AGREEMENT

This AGREEMENT is made on the ..... (date) between

St Barnabas Church Hall Committee on the one part and

### THE HIRER:

Name: .....

Address: .....

..... Post Code: .....

Telephone No: ..... E-mail .....on the other part.

1. **Name of organisation if other than individual HIRER – The Committee agrees to permit the HIRER to use the premises of St Barnabas Hall and additional facilities, if specified, for the purposes and for the period as described below:**

.....

2. <b>Premises:</b>	Main hall	Small hall	Friday/Saturday
Maximum number of persons 220	[210 sq m] Yes/No	[51 sq m] Yes/No	Night Party
<b>Charges:</b>	<b>£14/hour</b>	<b>£10/hour</b>	<b>£130</b>

3. **Purpose of hiring** .....

4. **State whether alcohol will be consumed** Yes/No or sold Yes/No

[See item 2, 14 and 15 of Standard Conditions of Hire]

5. **Period:** Date: From ..... to.....

Time: From ..... to.....

**Time to include setting up time and clearing up time.**

6. **Hiring Fee (a) CASUAL BOOKINGS**

Total fee .....

Less non-returnable deposit ..... Payable upon booking £10

Balance ..... Payable in full at least a week prior to hiring date + returnable deposit

**Bookings** will not be held for more than 2 weeks without deposit. Deposit must be returned with a separate cheque, with this form.

**Returnable deposit against damage/breakages and cleaning**, A further returnable deposit of £50 is required– if paying by cheque please make out a separate cheque for this, payable to St Barnabas Hall.

**I declare that everything stated on this form is true and I understand that if I have misrepresented any fact and do not comply with the Terms and Conditions of Hire that the booking may be cancelled forthwith and that my deposit of £50 will not be refunded.**

Signed:..... Date: .....

Name in block capital letters: .....

**(b) REGULAR BOOKINGS**

Weekly fee: ..... Payable on invoice or by an agreed arrangement.

**7. Insurance**

Insurance cover must be arranged by THE HIRER, (See Clause 13 of the Standard Conditions of Hire.) A copy of the Insurance Policy must be submitted to the Representative.

THE HIRER agrees to be present during the hiring and to observe and perform the conditions contained or referred to in the Standard Conditions of Hire, as attached.

Signed by THE HIRER: .....

Signed by the Committee's Representative: .....

This agreement upon completion should be returned, together with the deposit(s) and/or hiring fee (whichever is appropriate).

**Cheques must be made payable to St Barnabas Hall**

Notes:

**[1] Minimum booking periods**

*Regular booking not less than 3 months durations.*

**[2] Payments**

*Regular booking payments must be made by arrangement with the Committee*