

Please complete this form once you have been in contact with the church office to check your date is available.

CASUAL USERS

St BARNABAS CHURCH HALL – HIRING AGREEMENT for event on:

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-mailon 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. Premises:	Main hall (excluding stage) [210 sq m] Yes/No	Small hall [51 sq m] Yes/No	Night time Party	Meeting Room
Charges:	£20/hour	£12.00/hour	£175	£6/hour

For consideration of our neighbours Night time party hours 6 p.m.-11.30 p.m. Hours prior to 6 p.m. for setting up will be at the normal hourly rate. All music must be turned off by 11.00 p.m. and the hall vacated by 11.30 p.m.

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] Copy of certificate must be shown to the church office.

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

Time: From to.....

Time to include setting up time and clearing up time.

6. **Hiring Fee (a) CASUAL BOOKINGS - It is your responsibility to contact the office to arrange the opening of the hall for your booking during normal office hours – Tuesday and Thursday 10 a.m. – 12 noon.**

Bookings will be pencilled in but not secured without a deposit for 1 week. A non-returnable cash deposit of £20 must be paid with a completed booking form.

Returnable deposit against damage/breakages and cleaning. A further returnable deposit of £100 is required in cash (£50 for children's daytime parties). We would like to draw your attention to Items 5 & 6 on the Conditions of Hire.

Booking fee	No. of hrs x hourly rate
non-returnable deposit	Payable upon booking £20
Balance of booking fee	Payable in full at least 1 month prior to hiring date + returnable deposit
returnable deposit	£100/£50 for children's parties
Total fee to be paid	

Cancellation charges: If less than two weeks' notice is given the entire hiring fee will be charged. 50% of the hiring fee will be charged if two to four weeks' notice of cancellation is given either by email office@stbarnabasgloucester.org.uk or telephone message 01452 524173 to the office (i.e. if the booking is on Wednesday, the notice must be by the Wednesday).

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).

I confirm that I have read the Terms and Conditions of Hire (please tick)

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 £100 will not be refunded.

Signed:..... Date:

Name in block capital letters:

Cheques must be made payable to St Barnabas Hall