

ST LAWRENCE WITH ST PAUL, KIRKDALE

TERMS AND CONDITIONS FOR THE HIRING OF ROOM ON CHURCH PREMISES

1. Use of rooms in church premises is governed by the PCC.
2. Hire agreement form must be completed at the time of booking.
3. Hirers the room(s) should provide sight of their safeguarding policy and procedures. If they do not have an agreed policy they should be given copies of the church's safeguarding policies and procedures and asked to sign a statement to say that they have seen these and agree to abide by them.
4. Hirers must provide a valid copy of public liability insurance certificate.
5. The organisation hiring the room(s) or the person responsible for the organising the event must ensure that the people have the correct qualifications to run it and have current DBS checks as appropriate.
6. Hirers are liable for any accident or injury which arises out of their activities whilst using the premises. Any accident or incident should be recorded in the accident book as soon as possible after the event or incident, but in any case, before the premises are vacated by the hirers. Incumbent or wardens to be informed of any accident that takes place on the premises.
7. For one-off bookings room must be paid for when booking or at the end of the session.
8. If using the hall on a regular basis then it must be paid for weekly or at the end of each month.
9. If cancelling 48 hours' notice should be given or the charges for hiring the room(s) will still be made. Phoning to cancel should be between the hours of 9:00 am and 5:00 pm.
10. For one-off bookings the building will be open 15 minutes before the time of hiring and closed 15 minutes after the hiring time.
11. The room(s) must be left clean and tidy and everything brought into the building must be removed; this includes any rubbish.
12. The PCC does not allow any gambling on the premises; this included raffles, bingo, tombolas. Everyone who participates in these must receive a prize.
13. No alcohol can be consumed or brought into the building.
14. Any damages or breakages must be paid for.
15. Advertising notices need to be approved of by the PCC before distributed and must clearly state who is running the event.
16. Health and Safety – No electric items are to be brought into the building to sold and no electrical equipment of brought in to be used as all items must be PAT tested.
17. Health and Safety – The front door must be kept locked at all times unless the room has been hired for a sale, in which case somebody should remain on the door to ensure that people are not going into places they shouldn't.
18. No dogs, other than working dogs, are allowed in the building

ST LAWRENCE WITH ST PAUL, KIRKDALE
HIRING AGREEMENT

NAME OF
HIRER/GROUP

DATE REQUIRED
.....

THE ROOM WILL BE USED FOR
.....

TIME REQUIRED FROM TIME FINISHING
.....

COST PER HOUR TOTAL COST
.....

The cost of using the room needs to be paid for in full before using the room or at the end of the session.

We agree to comply with the agreed terms and conditions.

Signed Date
.....