

HIRING AGREEMENT FOR ST PAUL'S PREMISES

THIS AGREEMENT is made on the 2009
Between the PAROCHIAL CHURCH COUNCIL (PCC) of St Paul, Chichester and THE HIRER
named below, whereby in consideration of the sum(s) mentioned in section 5 below:

Part A: The PCC agrees to permit the HIRER to use that part of the premises designated in section 4 for the purposes, period(s) and at the fee described below:

1	Purpose of Hiring:	
2	Date:	2009
3	Hours:	From to
4	Description of Room(s) and facilities to be hired(delete as appropriate):	
5	Hiring fee(Cheques made payable to: St Paul's PCC)	£
6	Address:	Parish Office, St Paul's Church, Churchside, Chichester, PO19 6FT
7	Telephone Number:	01243 533403

SIGNED on behalf of the PCC.....Persephone Hagan.....

Part B: The HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire for the time being in force and as shown below and on the reverse hereof. Please sign overleaf.

9	Hirer: Name of individual hirer or of organisation's authorised representative:	
10	Organisation (<i>if applicable</i>):	
11	Address	
12	Telephone Number	

Standard Conditions of Hire of the Church/Parish Centre

THE HIRER:

- a. Is to ensure that he/she receives a fire safety briefing to include: sight of the fire risk assessment, familiarising him/herself with the building, the emergency plan, the location of fire extinguishers, fire exits and the electrical/ gas and water isolation switches (electricity: cupboard at back of church, gas: table store cupboard in hall, water: cupboard in office).
- b. Is to ensure that no one smokes in the premises and for briefing those attending that the premises is smokefree.
- c. Shall, for any event that involves children, complete and return the enclosed Child Protection Policy Agreement. The hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.
- d. Shall, during the period of hiring, be responsible for supervision of the premises, protecting the fabric and contents from damage, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- e. Shall, not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything nor bring on to the premises anything that may endanger the premises, their users, or any insurance policies relating thereto.
- f. Is to ensure that appropriate insurance is maintained for their group and to insure against any third party/public liability claims which may lie against him/his organisation whilst using the Church/Parish

Centre. (The PCC is insured against any claims arising out of its own negligence). This public liability insurance should be for a limit of indemnity of not less than £2,000,000.

- g. Shall, indemnify the PCC for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
- h. Accepts that these premises are intended primarily for the use of the Church and this may necessitate the cancellation of this booking at short notice. This will only occur if it is absolutely necessary. The Church is normally needed every day for Morning Prayer (9-9.30am) and Evening Prayer (5.30-6pm). Please consult with the Office Manager if your booking straddles these times
- i. St Paul's PCC accepts no liability for loss or damage to any vehicle, including fittings and contents, when using St Paul's car park.
- j. Shall pay 20% of the booking fee when the booking is made and the balance one month before the event takes place. Such payments shall normally only be refunded to the Hirer in the event of the PCC cancelling the booking. A damage/overrun/cleanliness deposit of £50 payable by separate cheque at time of booking is also required. This cheque will be returned following the booking provided that in the opinion of the PCC no damage/overrun/uncleanliness has been caused.
- k. Is to ensure that no food or drink (apart from water) is taken into the church.
- l. Is required to ensure that all areas hired are left clean and tidy after use, and that:
 - i. Complete the mauve Checks for Hall Users form (located on the wall by the kitchen shutter).
 - ii. Table surfaces are wiped and stacked neatly in the store cupboard.
 - iii. Chairs are cleaned and stacked neatly (maximum of 5 per trolley) in the welcome area.
 - iv. Floors are swept and any dirt and spillages mopped.
 - v. Toilets checked and wash basins left clean and taps turned off.
 - vi. Bag and take away all rubbish.
- m. Is required, on leaving, to ensure all windows and doors are shut and secured, lights switched off, and the access door left locked.

I enclose the stipulated charges for the use of the premises and facilities, and undertake to defray the cost of making good any damage done to the building, furniture or fittings, or any part thereof during the hiring. I have read and agree to the booking conditions printed above.

SIGNED.....NAME.....DATE.....

Part C: Entertainment Licence

The hirer shall, for any licensable activity, including the sale of alcohol and the provision of regulated entertainment (performance of a play, exhibition of a film, performance of live music or a dance and playing of recorded music):

Be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Police and the Local Authority; the payment of £20 towards the cost of the licence; and nominating one adult person to be responsible for the prevention of crime, disorder and public nuisance, public safety, and the protection of children from harm. The nominated adult shall:

- (i) Ensure that numbers do not exceed the maximum seating capacity (church: 483, hall: 130).
- (ii) Ensure that under 16 year olds are accompanied by adults.
- (iii) Ensure that no alcohol is sold to, or consumed by, anyone under the age of 18. Ask for a proof of age card (driving license/ passport). If in any doubt do not serve the individual.
- (iv) Ensure that alcohol is not sold to, or consumed by, anyone who is drunk or who appears drunk.
- (v) Ensure that alcohol is not sold after, and that the event does not go beyond, 2200hrs.
- (vi) Ensure that those attending the event leave the premises and grounds quietly by 2230hrs.

SIGNED.....NAME.....DATE.....

Please return completed form (with cheques) to: Office Manager, St. Paul's Church, Churchside, Chichester, PO19 6FT. Telephone:01243 533403