



Modbury Mission Community

Connecting people with God



Premises Hiring Agreement
between
St George's Church, Modbury
and

Name ("The Hirer")			
Phone Number (Landline & or Mobile)			
Email Address			
Address			
Purpose of Hire:			
Date Required (1):			
Time required (1): (Remember to include preparation and clean-up time)		TO	
Date Required (2)			
Time required (2) (Remember to include preparation and clean-up time)		TO	
Date Required (3)			
Time required(3) (Remember to include preparation and clean-up time)		TO	
Expected number of people:			

Requirements (please tick)								
Church	Lady Chapel	Kitchen	Additional Chairs	Heating	Sound System	Organ	Car Park	External Area
Other Requirements: Please include any kitchen and catering requirements								

Booking No:	Hire Cost	Hiring Times	Total (£) excluding Deposit of £100

Please ensure that full payment of the above amount is made no less than 14 days prior to your booking

Declaration:

I have been supplied with, read and agree to abide by the conditions set out in the Modbury PCC, St. George's Church Letting Policy.

Signed on behalf of the Hirer:

Date:

Signed on behalf of the Modbury PCC

Date:.....

For Office Use Only:

	Amount (£)	Date	Signed
Security Deposit paid			
Hire fee Paid			
Security Deposit Returned			
Date Keys Issued		Date Keys Returned	



ST GEORGE'S CHURCH HIRING AGREEMENT FOR THE SOCIAL USE OF ST. GEORGE'S CHURCH, MODBURY

INTRODUCTION

St George's Church is a Grade 1 listed building of important historical interest. The Parochial Church Council ("PCC") and its Officers have the responsibility for maintaining them for use and enjoyment by future generations. Its policy is to make the building available for community and other events wherever possible. Through a written hiring agreement, the PCC obliges all Hirers to comply with the terms and conditions of hire. A Hirer's signature will be deemed as acceptance of these terms and conditions.

A copy of the PCC's full Hiring Policy is available on request or can be downloaded from the church website. Please note that the PCC may at its absolute discretion refuse permission for an event to take place within the church building if the Vicar, and/or the PCC, feels that the event is contrary to the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

TERMS AND CONDITIONS OF HIRE

Application

No contract of hire will exist until the application has been approved by the PCC or an officer of the Church duly authorised to do so.

Cost of Hire

The PCC believe that its charges are set at a reasonable rate, consistent with covering costs, providing a modest contribution to maintenance and running costs. Bookings for rehearsals are charged at the same rates.

The hiring charges are as follows:

Morning	(10am - 1pm)	£ 35
Afternoon	(1pm - 5pm)	£ 35
Evening	(6pm - 11pm)	£ 50
All Day	(10am - 11pm)	£100

Due to the size of the building it is necessary to charge a £40 heating charge for all evening and all-day hiring's between 1st October and 31st March unless otherwise agreed.

A refundable security deposit of £100 must be paid at the time of booking (cheques payable to Modbury PCC). Where the proceeds from an event are being fully or partially shared with the PCC on an agreed basis, then the fees above will be waived.

Payment

Full payment is due 14 days before the event. For 'one off' events, a returnable deposit of £100 will be taken at the time of booking. This will be returned at the end of the hire if no damage/extra cleaning is caused and there are no complaints of noise from neighbours.

Cancellations

The PCC reserves the absolute right to refuse or cancel a booking at its own discretion. On occasions it may also be necessary for the PCC to cancel a booking for a church service – e.g. a funeral. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

If as the Hirer, you wish to cancel a booking, please do so in writing at least 2 weeks before the date in order to receive a refund of the deposit. If you wish to cancel the booking at less than 2 weeks' notice, the PCC may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so.

Insurance

It is your responsibility to effect whatever insurance is required to cover your liabilities. The PCC Insurance does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. The PCC may ask to see a copy of your Public Liability insurance certificate prior to the event commencing.

Legal Requirements

Please ensure that you comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright.

Alcohol and Illegal Substances

If as the Hirer, you intend to sell alcohol you must submit an application for a Temporary Event Notice (TEN) to the appropriate authority. If a TEN is approved, please ensure that we have sight of a copy of the receipt before the event takes place.

Obviously, alcohol is not to be supplied to anyone less than 18 years of age, or to anyone who appears to be less than 18 years of age; or to anyone who appears to be drunk or who is buying or supplying to someone who appears drunk. Drunk and disorderly behaviour must not be permitted.

Illegal substances are not to be brought into the premises.

Safety and Security of Premises and Persons

The Church does not maintain a caretaker, therefore you, as the hirer, are responsible for all setting up and putting away of any equipment used. There are no public telephones in the premises; therefore, please ensure that you have access to a mobile telephone in case of emergencies.

Any letting of the premises will require you to:

- Check that the facilities are in order at the beginning and end of the letting period
- Ensure the building is not left unattended during the period of the booking.
- Ensure the building is secure during the period of hire and only those with a legitimate connection have access.
- Arrange the collection and return of the keys and ensure their safe keeping whilst in the Hirer's possession. The keys must not be copied nor given or lent to any third party.
- Ensure that all fire doors and windows are closed, all doors locked, and all lights switched off (including the toilets) at the end of the letting period.

The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

Smoking

Please respect that all rooms and areas within the building are designated No Smoking areas. The Churchyard is also a no smoking area.

Fire Exits

Please ensure that fire exits are not, under any circumstances, obstructed by furniture or other items.

Bell Ropes

For your own safety, the bell ropes must not be touched under any circumstances. Extra care to ensure the bell ropes remain untouched will be needed if children are in the building.

Electrical Equipment

If you bring electrical equipment into the building, please ensure that it has passed and been labelled as passed its Portable Appliance Test (PAT) for electrical safety within the last 12 months.

Animals

You will appreciate that only 'assistance' dogs are permitted inside the building.

Fixings

No adhesive or fixing material may be used which may damage the fabric of the premises, nor should any equipment or material be attached to the fabric of the building without first getting approval from the PCC representative.

Excessive Noise, Behaviour and Car Parking

As far as is reasonable, please ensure that noise produced by the event does not cause a nuisance or disturb local residents. Failure to do so may result in the non-return of the deposit fee. You are also solely responsible for the behaviour of all people attending the function and for ensuring that any vehicles are parked in such a way as not to cause obstruction or nuisance to nearby residents. The PCC can accept no liability whatsoever for cars parked in its Car Park.

First Aid and Fire Equipment

There is a first aid box in the Toilet Area and you are responsible for the provision of first aid. Any injuries must be reported to the PCC so that it can be recorded in the Accident Book. Please also familiarise yourself with the position and use of the fire-fighting equipment located within the building.

Advertising and Ticketing

Any advertising material must be submitted to the PCC for approval and must clearly display the name of the person or organisation responsible for the event. Ticketing for your event will be your responsibility unless otherwise agreed in writing.

Kitchen Use/ Refreshments

Use of the Kitchen facilities must be approved by the PCC. It will be your responsibility to provide any refreshment materials unless agreed otherwise in the Premises Hiring Agreement. Please ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately in writing and will be subject to a replacement charge.

Child and Vulnerable Persons Policy

You as the Hirer are responsible for ensuring that all events (other than private parties) involving children and/or vulnerable persons have a suitable child and vulnerable persons policy in place prior to the event to and ensure all relevant guidance and regulations are complied with. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act.

Closing and Vacating the Premises

All entertainment must have ceased and guests have vacated the premises no later than 11.00pm and cleaning up completed by 12 midnight.

Breakages and Damages

As Hirer, you are responsible for all damage to the building, equipment, furniture and property in the building or grounds occurring during the period of the hiring. You will be responsible for replacement 'as new' of any equipment, furniture or property and the full cost of making good any damage to the building or grounds, fixtures and fittings.

Cleanliness

Please ensure that the premises are left in a clean and tidy condition for the next user. This shall include:

- toilets being left in a reasonable condition of cleanliness
- all spillages cleaned up
- tables and chairs being wiped down and put away
- all rubbish cleared away and disposed of. Failure to do so will result in cleaning costs being deducted from your deposit.

Security

Please ensure that the premises are left safe and secure with

- all doors and windows closed
- all electrical and other appliances turned off
- a 'walk-around' check to ensure that all persons have left the property.

The name and signature of the applicant on the hire application form shall be deemed to have accepted these terms and conditions for hire