

**Premises Hiring Agreement  
between  
Wallneuk North Church  
and**



<b>Company / Organisation</b>			
<b>Name ("The Hirer")</b>			
<b>Phone Number</b> (Landline & or Mobile)			
<b>Email Address</b>			
<b>Address</b>			
<b>Purpose of Hire:</b>			
<b>Date Required:</b> (if ongoing enter start date)			
<b>Time required:</b> (Remember to include preparation and clean-up time)		TO	
<b>Number of people:</b>			

Premises Required (please tick)								
Hall 1	Hall 2	Hall 3	Boardroom	Quiet Room	Church	Kitchen	Car Park	Church Grounds
<b>Other Requirements:</b>								
<b>Contacts:</b>								

Barbara Perrie – Hall Let (m) 07585 132140 or George Hamilton – Hall Keeper (m) 07811 963810  
 (e) [barbara.perrie@hotmail.co.uk](mailto:barbara.perrie@hotmail.co.uk) (e) [George.hamilton@gshesolution.co.uk](mailto:George.hamilton@gshesolution.co.uk)

Price per hour	Number of hours	Deposit Paid

**DECLARATION:**

*I have read and agree to abide by the conditions set out by Wallneuk North Church as described on reverse side of this document.*

Signed:.....

Date:.....

Signed:.....

Date:.....

*On behalf of Wallneuk North Church*

**For Office Use Only:**

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

## 1. Introduction

1.1 The following document sets out the Lettings Policy in relation to the letting of the Church premises of Wallneuk North Church. The premises include the Church building, Hall 1, Hall 2, Hall 3, Boardroom, Quiet Room, Kitchen, Car Park and the Church Grounds.

1.2 A Premises Hiring Agreement, must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult over the age of 21.

## 2. Charges

2.1 Charges will be set consistent with covering costs and providing a modest contribution to maintenance costs. A notice of Charges levied and Conditions relating to the Charges forms part of the Premises Hiring Agreement. The schedule of Charges will be reviewed on an annual basis.

2.2 If the Hirer wishes to cancel the booking, fees paid may, be refund provided no cost to the Church has been incurred, this includes potential bookings that were not taken, but are under no obligation to do so. The Hall Letting Team reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In this event, all fees/deposits paid by the Hirer that relate to this specific let shall be refunded.

2.3 A refundable security deposit may be required, the amount of which is set out in the Premises Hiring Agreement.

2.4 The let period must include and allow for setting up and clearing away at the end of event. (i.e. Kids party 30mins to setup 2hrs for party 30mins to tidy up, total booking 3hrs @ hourly rate as per the Premises Hiring Agreement form)

## 3 Health and Safety

3.1 Whilst Wallneuk North will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. A First Aid box is in the Kitchen.

3.2 All entrances and exits must be kept clear at all times and an estimated number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed as follows:

Hall 1 – 120 people

Hall 2 – 50 people

Hall 3 – 30 people

Boardroom – 20 people

Quiet Room – 15 people

Church – 440 people

3.3 The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.

## 4. General

4.1 A strict No Smoking Policy applies to all rooms (including toilets) in all the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.

4.2 Alcohol cannot be sold in the building. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor in the building.

4.3 Any advertising material must be submitted to the Hall Letting Team for approval. All such material must clearly display the name of the person or organisation responsible for the event.

4.4 No adhesive or fixing material may be used which may damage the fabric of the premises.

4.5 Chewing gum is not allowed on the premises.

4.6 All rubbish must be taken from the premises by the Hirer it may be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises or in the car park.

## 5. Car Park

5.1 The Car Park is limited to 40 places and parking is strictly at the owner's risk. Wallneuk North Church can accept no liability whatsoever for cars parked in its Car Park.

5.2 The entrance to the car park must be kept clear at all times.

## 6. Responsibilities

6.1 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.

6.2 The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.

6.3 The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported, and paid for in full. Hirers may re-arrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.

6.4 The Hirer agrees to indemnify the Church against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

## 7. Kitchen Use/ Refreshments

7.1 Use of the Kitchen must be separately approved. It will be the responsibility of the Hirer to provide the refreshment materials. 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 an additional charge.

## 8. Insurance

8.1 It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the Church does not extend to a Hirer's liabilities. The Church accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

## 9. Legal Requirements

9.1 The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright.

9.2 Hirers must also have in mind the provisions of the Children's Act at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults.

9.3 The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement.

## 10. Compliance

10.1 Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Hall Letting Team to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.

## 11. Administration

11.1 Bookings of the premises will be administered by the Hall Letting Team. This includes the acceptance and declining of bookings.