

**Main Church Room, Croft Lane, Crondall, GU10 5QF  
Hiring Agreement - 2023**

Hirers Name:	
Address:	
Telephone No:	
Email:	
Date from to:	
Time from to:	From: _____ To: _____ Total Hrs: _____ (the "Hire Period") This should include time spent setting up and clearing up.
Type of function ie birthday party	
Chosen Room (please tick)	Large Main room <input type="checkbox"/> Small adjacent Café Room <input type="checkbox"/> With Kitchenette                                      No access to Kitchen area
Number of guests:	Adults: _____ Children: _____ Maximum of 30 persons in total allowed

I wish to hire the main Church Room, Crondall ("the Premises").

Hire Charges for large main room with Kitchenette:	Number Hrs	Total
£12 per hour weekdays	£12.00 x	
£15 per hour weekends	£15.00 x	
<b>Additional smaller room (no access to the kitchen):</b>		
£6.00 per hour	£ 6.00 x	
		<b>Final Total:</b>

Type of booking (please tick one of the following boxes):

**Occasional Booking:** I enclose a deposit **cheque for £30** which I agree to being held until after the booking and which will be destroyed or returned to me subject to clauses 1-4 below. I agree to pay the booking fee in full by 12 noon on the Friday before the Hire Period commences. Cheques to be made payable to 'Crondall and Ewshot PCC' or by bank transfer to PCC CAF Bank Ltd, A/C: 00030521, Sort Code: 40-52-40. Please email the [parishoffice@assm.or.uk](mailto:parishoffice@assm.or.uk) to confirm the transfer date and amount.

**Regular Booking:** I enclose a deposit **cheque** for £30 which I agree to being held until the end of my booking period and which will be destroyed or returned to me subject to clauses 1-4 below. I agree to pay every quarter in arrears OR every term in arrears OR every six months in arrears within two weeks of the raising of any invoice by the Committee. Cheques to be made payable to 'All Saints & St Mary's' and in the case of the deposit cheque left undated if it is to cover a period longer than six months.

I undertake:

1. To be responsible for the care of the Premises and contents, and for the behaviour of all persons using the Premises during the Hire Period.
2. To leave the Premises in a clean and tidy condition, including vacuuming the floor.
3. To ensure that all heaters and lights are switched off when I leave the premises.
4. To pay for all damage caused to the Premises and/or its contents or surrounds during the periods of hiring and other consequential losses.
5. To ensure that music and other sounds do not cause a nuisance or disturbance to residents living in the vicinity of the Premises.
6. To read and abide by the conditions laid down in the Information Sheet accompanying this agreement.
7. To ensure that a mobile phone is available at the Premises during the Hire Period for use in emergencies.
8. To ensure that children are always protected, by taking all reasonable steps to prevent the occurrence of injury, loss, damage or harm.
9. To ensure that fire exits are not locked and access to them is not blocked.

**10. I will adhere to the Risk Assessment attached with regards extra precautions to take during Covid-19**

*Please return one signed copy to the Parish office with your deposit and retain one copy for yourself.*

02/12/2021

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**THE DOOR KEY CODE WILL BE PROVIDED ON PAYMENT OF THE FULL BOOKING FEE**

**Information Sheet for Church Rooms Bookings**

All bookings and related queries are to be addressed to the Parish Office, Church Rooms, Crondall (01252 850379), which is open, Monday Wednesday & Friday 9am – 1.00pm Bookings are made on behalf of the Church Rooms Committee (“the Committee”).

**The Hire charge includes:**

- Use of the main hall & small hall if booked, during the Hire Period.
- Shared use of lobby and toilets during the Hire Period.
- Heating and lighting during the Hire Period only.
- Use of Kitchenette in main hall (not main kitchen) Inc. water, sink, mugs, plates, cutlery, microwave, kettle Tables & Chairs during the Hire Period.

**The Hire charge does not include:**

- The cost of any heating or lighting left on at the end of the hire period, which will be deducted from the deposit or, if the deposit does not cover the cost, invoiced in arrears.
- Café kitchen

**Conditions of Hiring:**

- The Premises will be vacated not later than midnight, with all clearing up having been completed. (Vacuum cleaner in cupboard in hall).
- All setting up and clearing up must be completed within the Hire Period. All Tables and Chairs to be put back as originally found.
- The Committee reserves the right to deduct from the deposit the cost of any additional cleaning, or making good any damage to the Premises or contents sustained during the Hire Period.
- No more than **100** persons to be on the Premises at any one time.
- No entry fee may be charged unless the event is in aid of charity, with the express permission of the Committee in advance.
- Music is not to be played after 11 pm.
- No alcohol may be sold on the Premises.
- No smoking in the Premises.
- No naked flames, (other than candles on a celebration cake), inflammable substances, or unauthorised equipment is to be permitted on the premises.
- In the event of fire, Fire Regulations are to be followed, and the Fire Brigade are to be contacted immediately, using a mobile phone, which it is the Hirer’s responsibility to provide. Please note that not all phone networks receive a signal in Crondall and it is the Hirer’s responsibility to ensure in advance that the phone provided is fit for its purpose and able to make and receive calls from the Premises.
- Fire Exits are to be kept clear at all times.
- The Hirer is to notify the Committee if the First Aid kit (located in the kitchen) is used.
- If the purpose of the Hire involves children the Hirer’s attention is drawn to the Diocesan booklet “Keeping children safe in the church” a copy of which is provided with this form. Minimum required ratios for adults to children are as follows:
  - 0-2 years           1 adult for every three children
  - 2-3 years           1 adult for every four children
  - 3-8 years           1 adult for every 8 children
  - Over 8 years       1 adult for the first 8 children with one extra adult for every additional 12 children
- In the event of the Premises, or any part of them becoming unfit for the use for which it is hired, the Committee shall be entitled to cancel the hiring and refund the deposit but shall not be responsible for any consequential loss.
- The Committee shall not be responsible for the loss or damage to any items of property belonging to the Hirer or users of the Premises during the Hire period, or any items left in the Premises thereafter.
- The Committee is not liable or responsible for any injury howsoever caused to any person in the Premises during the Hire Period. Should personal accident insurance be required, it must be provided by the Hirer.
- I confirm that I am over 21 years of age and accept personal responsibility for ensuring that the terms of this agreement are complied with.
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- Signed.....Date.....

***Please return one signed copy to the Parish office with your deposit and retain one copy for yourself.***

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