

FIRST CHURCH OF CHRIST, SCIENTIST, OXTED

HALL HIRE AGREEMENT

This Agreement is made on [*Insert date*] between:

(1) First Church of Christ, Scientist, Oxted ("**the Church**") and

(2) [*Name*] of [*address*]
 ("**the Hirer**")

WHEREBY the Church agrees to permit the **Hirer** to use the **Premises** specified in clause 5 for the **Purpose** specified in clause 6 and for the **Period(s)** specified in clause 1 for the **Hiring Fee specified in clause 4** and the Hirer agrees to observe and procure full compliance with the conditions of this Hire Agreement as set out below.

1. Period(s)

Dates required:

Days(s).....Dates:.....

Month:.....Year:.....

Time required:

From:.....Until:.....

2. Church Contact Details

Authorised Representative(s):

Address:.....
.....
.....

Telephone:.....Email.....

3. Hirer

(a) Name (if individual):

(b)Address:.....
.....

(c) Name of Organisation's Authorised Representative(s) (**must be over 18 years of age**):

.....

Address.....

.....

Telephone numbers:.....

Email:.....

4. Hiring Fee

Total Payable: £.....

Deposit Paid : £.....

Balance: £.....

Special Deposit* £.....

*(*This special deposit will be refunded within 28 days of the termination of the period of hire, provided that no damage or loss has been caused to the Premises and/or the contents during the period of the hiring as a result of the hiring.)*

Special Licence Fee (for PRS, etc) £.....

5. Premises

Church Auditorium	Yes/No
Sunday School	Yes/No
Reading Room	Yes/No

6. Purpose of Hiring:.....

.....

.....

.....

7. Will your event require music? Yes/No

- B. The Hirer agrees with the Church to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Church’s “Standard Conditions of Hire” for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the Special Conditions set out in the Schedule (if any).

SIGNED by the person named at clause 2)
above on behalf of the Church)

SIGNED by the person named at clause 3)
above on behalf of the Hirer)

SCHEDULE
Special Conditions

FIRST CHURCH OF CHRIST, SCIENTIST, OXTED

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organisation, the Authorised Representative.

1. Supervision

THE HIRER undertakes to be personally present at all times while the Premises are in use during the period of the hiring and will be responsible for supervision of the Premises, the fabric and the contents; their care, safety from damage however slight and for leaving them secure; 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 car park and the highway.

2. Use of Premises

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow smoking or the consumption of alcohol thereon.

3. Licences

THE HIRER shall be responsible for obtaining such licences as may be needed from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.

4. Gaming, Betting and Lotteries

THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting and lotteries.

5. Public Safety Compliance

THE HIRER shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

6. Health and Hygiene

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

7. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by him/her to the Premises and used there shall be safe and in good working order, and used in a safe manner.

8. Indemnity

THE HIRER shall indemnify the Church and the Church Trustees for the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the buildings, which may occur during the period of the Hiring as a result of the Hiring,

9. Insurance

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the Organisation, if acting as a representative) whilst using the Premises. (The Premises are insured by the Church against any claims arising out of the Church's own negligence.)

10. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to the Church's Authorised Representative as soon as possible. Any failure of equipment either that belongs to the Church or brought in by the Hirer must also be reported as soon as possible.

11. Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the Premises.

12. Compliance With The Children Act

THE HIRER shall be responsible for ensuring that all statutory requirements relating to the care and protection of children are complied with

13. Cancellation — Hirer

IF THE HIRER wishes to cancel the booking before the date of the event and the Church is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Church.

14. Cancellation — Church

THE CHURCH reserves the right to cancel this hiring in the event of the Premises being required for use for the Church's own activities, in which case the Hirer shall be entitled to a refund of any deposit already paid.

15. Payment Terms

The Church's Payment Terms are strictly 30 days. A £25 per month or part thereof, administration charge will be applied on any invoice due over and above the Church's 30 day payment terms.

16. Unfit for Use

In the event of the Premises or any part thereof being rendered unfit for the use for which it has been hired, the Church shall not be liable to the Hirer for any resulting loss or damage whatsoever.

17. End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an additional charge.

18. Noise

THE HIRER shall ensure that the minimum of noise is made on arrival and departure.