

HALL HIRE - (ST AUGUSTINE'S CHURCH, GRAHAME PARK)

Hire of the Hall: **40 pounds / hour**. DATES:

DATE OF BOOKING: (from hour to hour)

ALTOGETHER: **pounds to be paid via cash or cheque to Hall Manager**

Name: St Augustine's Church, Grahame Park Estate,

This agreement is of a short-term hire, on a one off base for the above time and hours. Every started new hour is the agreed hourly rate / hour.

Contingency Fee

- THE HIRER shall pay **the £150 contingency fee** to the Hall Manager (HM) within two weeks of the booking. The Hirer shall pay the Hiring fee before the hiring date. Hiring fee payment's paid by cheque need to be paid four weeks before the hire date. Cheques should be made payable to "Saint Augustine's Church". A receipt will be issued for every payment made, and should be retained as proof of booking. The HM reserves the right to cancel the booking if exceptional unforeseen circumstances arise. If this situation occurs the maximum liability of the HM shall be the return of the booking fee and the contingency fee. The HM will not enter into any request for compensation.

- IF THE HIRER cancels the booking the £150 contingency fee will be forfeited, unless the cancellation is within two weeks of the booking date. In the event of the HM cancelling the booking all fees paid by the Hirer shall be refunded.

- The Contingency fee will be refunded subject to there being no loss or damage, and the hall being vacated promptly as agreed and left in a clean and tidy condition (see below Rules for return of Contingency payment).

General conditions of hire:

Booking must be for a minimum of 2 hours, and **hire time must include setting up time and time to clear away.**

- The toilets must be cleaned on the day of using the premise in order to be left as it was found at the start of the hire.

- Full payment for the agreed hours of use must be made before your use of the place.

- The access to the premise is strictly for the hours of the agreement on the agreed date/time of use.

- The Hall with all the adjacent rooms in the building, its parking lot, and garden is a **no smoking venue.**

- We expect the Hall, hallway, kitchen, and the toilets to be left as it was found at the start of the hire.

- Access is from the present main church entrance (from the parking lot).

- **There is no access to the rest of the church.**

- The hire of the Lounge (side room) is not part of the hiring agreement, it needs a separate arrangement or agreed price as this agreement.

- There is no catering in the hallway.

- **Music must be kept to a reasonable level that will not disturb others, and cease at 10.30pm.**

• **Nothing shall be fixed to any part of the premises**, such as adhesive tapes, staples, nails, screws or any other adhesive device, unless agreed by the Hall Manager. Wire left attached in the building will mean the forfeiture of the deposit.

• THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and any nuisance to local residents or by reason of the letting. The Contingency fee will be refunded subject to there being no loss or damage, and the hall being vacated promptly as agreed and left in a clean and tidy condition (see below Rules for return of Contingency payment). If the cost of making good breakages or damage to the premises or equipment is in excess of the contingency fee, the difference shall be paid by the Hirer. Refund of the Contingency fee will be returned by cash or cheque, within 7 days in the same manner it was paid, to the named hirer. Cheques will be sent to the address as detailed on the hiring agreement.

• After the event, the Hall and the used premises are to be cleared up and mopped up.

• **Rubbish** must be cleared up, collected in black bins, and taken away by the hirer.

Rubbish must not be disposed in front of the church or its bins.

• THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.

• THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.

• THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto. Change of use of the Hall after application is not permitted, neither is the transfer of hire to another person or group.

• THE HIRER shall indemnify the Hall Manager in respect of the cost of repair of any damage done to any part of the premises or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

• THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

• THE HIRER acknowledges that no tenancy is intended to be created between the HMC and the Hirer and no relationship of landlord and tenant exists between them.

• The HM reserves the right to terminate, without refund of any charge, any booking at any time where it is considered that the Hall is not being used in a reasonable manner. The Hall Manager reserves the right for its members and its agents the right of entry to the Hall and any rooms therein at all times. The Hall Manager reserves the right to amend these conditions at any time, and the amended conditions shall apply to any subsequent use of the Hall.

The cost of making good damage to the premises or equipment shall be paid by the user (see above.)

Hall Manager, Contact person: Joseph Hayibo, Trasurer 07836 711995

Hirer
Address

Home Tel No.....Mobile Tel
No.....Email.....

AS WITNESS the hands of the parties hereto / After receipt of completed Hiring Agreement from the Hirer.

SIGNED by the hirer:.....

.....Date

SIGNED by the Hall Manager:.....

Safeguarding policy

By signing this agreement or electronically acknowledging it, the Hirer agrees to **follow the Safeguarding Policy of Saint Augustine's, Grahame Park**. The PCC/DCC policy statement (see <http://www.saintaugustinecolindale.com/hall-rental.html>, or a hardcopy at the hallway of the church) forms part of the hire agreement. Hirers, by signing the copy or electronically acknowledging the e-mail correspondence containing the hiring agreement, they accept the Safeguarding Policy of our Parish and the Policy of the Diocese of London., even when an organisation have their own, they acknowledge that this has been seen and will be adhered to and that all concern about children, young people and vulnerable adults will be reported to the relevant statutory authority. If an organisation has their own policy, a copy of this should be requested and filed with the hire agreement.

Rules for Return of Contingency Payment

Rules for Return of Contingency Payment - Failure to comply with these rules will jeopardise the return of the contingency fee.

The parts of the Hall you have used must be left in a clean, tidy and undamaged condition. (Caretakers and Cleaners time is expensive, and the more they have to do after you leave the Hall, the greater the amount of contingency fee we may retain)

The Hall must be vacated at the agreed time. You must be ready to leave the Hall when the manager arrives to lock up.

All chairs to be neatly stacked and placed where the hirer is instructed,

All tables that have been used should be wiped clean and stacked neatly in the allocated table carrier.

The floor should be swept, and moped if there have been spills on any flooring.

Toilets should be left in a clean and working condition. Ensure cloakroom basin taps are all turned off.

All windows/doors should be closed and fastened (Kitchen/Toilet/Hall)

If the kitchen has been used please ensure it is left in a clean and tidy state (Oven/Sink/Draining Board/Counter Surfaces/Microwaves / Cooker and Hob) Ensure taps have been turned off.

All music to have ceased at 10.30pm.

All rubbish to be removed by the Hirer at the conclusion of the booking (not to be left on Church premise).

Helium Balloons left unsecured in the building will cause the forfeit of your contingency deposit fee.