



CHURCH ROAD CHEADLE HULME

Charity No. 216155

Agreement for hire of room and terms and conditions of hire.

Area to be used.....

Date of Booking.....

Description of Hire/function.....

Organisation Name(if applicable).....

Contact Name.....

Address.....

Postcode.....

Tel No.....Email.....

Regular Bookings Day & Date required:

Start date.....Finish date (or continuing).....

Day of week.....

Time from.....Time to.....

Total hrs each week.....Rate per hour.....**Total Due £.....**

One off Booking

Day and date required.....

Time from.....Time to.....

Total hrsRate per hour.....**Total Due £.....**

Security bond (refundable one week after use of premises left in a clean and tidy condition and no damage caused – see Terms and Conditions below : **add £50**

Total due two weeks before date room/s required. £.....

Terms & Conditions and regulations for hire:

The agreement will be between the named person “the hirer” and the Trustees of the All Saints Parish Rooms “The Trustees”. The “premises” include all parts of the Parish Rooms including the car park. “The room/rooms” are that part of the Parish Rooms which are hired.

1. The premises and room/s will be opened by the caretaker, unless agreed otherwise.
2. The room/s are let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Should the caretaker or person that opens the room/s, before the function or hire commences, be of the opinion that the booking is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and the person opening and the Trustees will not to be liable to pay any compensation.
5. Hirers must pay in full two weeks in advance. Failure to do this will cancel the booking and the Trustees will not be liable for any loss.
6. A security bond of £50 may be payable at the time when the payment is due (at the Trustees’ discretion) and this will only be refundable on satisfied inspection of the areas used after the event.
7. Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the security bond if applied may be held back to cover these costs.
8. Conduct – The hirer will be responsible for the proper conduct of persons using the premises.
9. Loss of property – The Trustees do not accept responsibility or liability for any damage or loss of property of items that are placed and left in the room/s whilst the room/s is/are being hired.
10. Fire Risks – The hirer should make themselves familiar with the fire procedures for the room/s and inform the caretaker at the time of booking of any factor which involves extra fire risks.
11. No dangerous items are to be brought onto the premises.

12. Indemnity – The hirer shall indemnify the Trustees against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon the premises or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
13. The hired room corridor, car park and toilets and kitchen are the only areas to be used by the hirer who will accept that all other rooms will be either locked or classed as out of bounds unless a request for access is made.
14. The hirer should ensure that licences are acquired for any activity requiring these, and inform the Trustees in advance of any activity which includes any such licences.
15. Groups – All groups working with young people should have their own insurance and staff checks (e.g. DBS checks if applicable). The Trustees take no responsibility for this and recommend if unsure you seek appropriate advice.
16. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.

I have read and accept the terms and conditions set out overleaf and agree to pay The Parish Rooms for any losses or damages incurred during this hire period caused by the hire party or organisation.

Print full name.....

Address.....

Organisation if applicable.....

Position in organisation.....

Telephone no.....

Date.....

Signature.....