

Contract for the Hire of Church Premises and Facilities.

1. Introduction.

This document and the terms herein, forms the agreement between the Hirer and the Pastoral Parish Council, on behalf of the Church for the hire of premises belonging to the Church, as specified in the document.

2. Safeguarding.

The Parish of Sacred Heart and Mary Immaculate, Mill Hill, abides by the Safeguarding Policy and procedures of the Catholic Church in England and Wales, which can be found on the website www.csasprocedures.uk.net.

This hire contract is conditional upon the Hirer and all present at the Premises, operating for the duration of the hire, within the practice guidance in this document. For further information, the Parish Safeguarding Representative can be contacted at parishsafeguarding@shmi.info

3. Definitions used in this document.

The **Church** is the Roman Catholic Church of The Sacred Heart & Mary Immaculate at 2 Flower Lane, Mill Hill NW7 2JB.

The **Hirer** is the person named in Section 5 of this document and the signatory under the Declaration below.

The **PPC** is the Pastoral Parish Council for the parish of the Sacred Heart and Mary Immaculate, that is responsible for hire on behalf of the church.

The **Premises** are the facilities hired to the Hirer and shall include only the areas specified from the list in section 4 below.

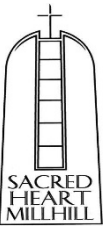
The **Fees** are the charges payable by the Hirer for the hire of the Premises.

4. Details of the Premises and facilities for hire.

The facilities to be included in this Hire contract endorsed "Yes" in the table below.

Facility	Included? (Yes/No)
The Main Hall (Both sections)	
The Main Hall (Back (kitchen) section)	
The Main Hall (Front section)	
The Bethany Room	
The Kitchen	
The Toilets	
The Car Park	

Please note, that neither the church nor the Narthex area providing access to the church are available for hire.



Contract for the Hire of Church Premises and Facilities.

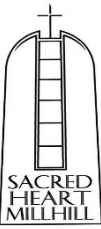
5. Details for the Hirer.

1) Name ("the Hirer")			
Phone Number (Landline and/or Mobile)			
Email Address			
Address (Billing)			
2) Purpose for Hire:			
3) Date Required			
Time required: (Remember to include preparation and clean-up time)		to	
Number of people:			

6. The Fees

Price per Hour	Caretaker Fee	Number of hours for this Hire	Refundable Cleaning Deposit	Total Hire Fee (Including Deposit)
£50 per hour Non-Parish For Parishioner £50 for 1st hour £30 thereafter Parish Fee for Bethany Room £25 per hr	£20		£50	

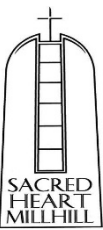
Full payment of the above amount is made at time of booking.



Contract for the Hire of Church Premises and Facilities.

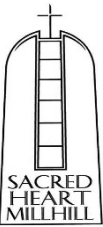
7. STANDARD CONDITIONS OF HIRE

- 7.1 The Hirer accepts that the Church Insurance policy does not cover the hire and the Hirer does not hold the Church responsible for any damage, loss, injury or theft of goods that may occur on the Premises during the duration of the hire.
- 7.2 The Hirer shall pay the total hire fee at the time of the booking. Such down payment shall only be refundable to the Hirer in the event of the Parish Pastoral Council (PPC) cancelling the booking. The PPC reserves the right to cancel the booking if exceptional unforeseen circumstances arise
- 7.2 Should the Hirer wish to cancel the booking and the PPC is unable to arrange a replacement booking, the PPC may, at its absolute discretion, refund the fees but shall be under no obligation to do so. In the event of the PPC cancelling the booking, all fees paid by the Hirer shall be refunded.
- 7.3 The Hirer shall ensure that the Rules governing the use of the Premises are complied with.
- 7.4 The Hirer shall, during the period of hire, be responsible for supervision and security of the premises and protection of the fabric and contents from damage.
- 7.5 The Hirer shall, during the period of hire, be responsible for the behaviour of all persons using the car park in connection with the hire, so as to avoid obstruction of the highway. The PPC does not guarantee the availability of car parking spaces.
- 7.6 The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those already held by the PPC.
- 7.7 The Hirer shall be responsible for making adequate arrangements to ensure against any third-party claims which may lay against The Hirer or his/her organisation whilst using the premises.
- 7.8 The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Fire Authority, Local Authority or otherwise.
- 7.9 The Hirer shall be responsible and ensure that attendees to the Premises in connection with the hire, effect an orderly arrival and departure, so as not to create a disturbance to local residents, particularly at night time.



Contract for the Hire of Church Premises and Facilities.

- 7.10 The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policies relating thereto.
- 7.11 The Hirer shall indemnify the PPC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of the hire and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the hire.
- 7.12 Any portable electrical appliances brought in from outside for used on the hire premises must be safe and properly maintained, preferably with 'in date' PAT (Portable Appliance Test) certification.
- 7.13 The Kitchen is out of bounds to all children under the age of 12. Those aged from 12 to 16 are permitted with supervision by a responsible adult.
- 7.14 The Hirer is reminded that they shall be responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. The hirer must, in the event of an accident, complete the accident book located in the first kitchen cupboard.
- 7.15 The Hirer shall abide by the PPC Safeguarding Policy as detailed in Section 2 of this document.
- 7.16 The Hirer shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local codes of practice issued in connection with such sales.
- 7.17 The Hirer acknowledges that no tenancy is intended to be created between the PPC and the Hirer and no relationship of landlord and tenant exists between them.
- 7.18 This agreement is governed by and shall be construed in accordance with English Law.



Contract for the Hire of Church Premises and Facilities.

DECLARATION

I enclose the total amount of Fees for the hire, including a cleaning deposit of **£50.00** for children's party's **£100.00** all others which I understand to be refundable after the event, provided the hall, its kitchen, fridge and toilets are left clean, and the tables and chairs are put away and any decorations including helium tanks are removed and that no damage is caused to the Church premises. The Church reserves the right to make an appropriate deduction from the deposit in respect of the above.

SIGNED by the Hirer, as named in Section 5 of this document:

I have read and agree to abide by the conditions set out in the Sacred Heart and Mary Immaculate Hire Policy

Signed:

Date:

AS WITNESS the hands of the parties hereto SIGNED on behalf of the PPC.

Signed:

Sacred Heart and Mary Immaculate

Position:.....

Date: