

## Breadsall All Saints Church Hiring Agreement

This agreement is made between the **Parochial Church Council of All Saints Church, Breadsall (known hereafter as 'the PCC')** and the **hirer** named below in consideration of the sum advised below. The **PCC** permits the **hirer** to use the premises for the purpose and periods below.

Authorised Letting Secretary:

Telephone number:

1. Date(s) of hire:

.....  
.....

2. Time(s) of hire (**Note:** Setting up and clearing away time **must** be included in the booked time)

From: ..... To: .....

3. Hirer (**Note:** Person hiring the premises must be over 18 years of age)

a. Name: .....

b. Address (including post code): .....

.....  
.....

c. Telephone number: ..... Mobile: .....

d. Organisation (if applicable): .....

4. Premises and facilities required:

Main area  Vestry  Porch  PA system  Heating  External grounds

Other (please specify): .....

.....

5. Purpose of hiring: *\*Delete as appropriate*

This will be a private event. Yes/No\*

This will be a public event, i.e. admission is by ticket or payment at the door. Yes/No\*

Description of hiring: .....

6. Is food (other than biscuits/cakes) to be provided? Yes/No\*

7. To be completed by the Letting Secretary:

Hiring of premises fee: .....

The hirer agrees to be present during the whole time of hiring and to perform the provisions and stipulations contained or referred to in the PCC's conditions of hire (see overleaf).

Signed: ..... Date: ...../...../.....

Hirer to retain this copy – Standard Conditions of Hire

## Conditions of hire

The hirer acknowledges that they will be responsible for knowing the following:

- there is a no smoking policy in the church
- alcohol is not permitted to be sold on the premises
- the playing of music must stop before 11pm
- it is against the law to play any music outside the building
- there is no telephone in the church so a fully charged mobile must be available for emergency use
- action to be taken in the event of a fire, including calling the Fire Brigade and evacuating the church
- the location and use of the fire equipment
- escape routes and the need to keep them clear
- method of operation of escape door fastenings
- closing all doors at the time of a fire
- the first aid box and the accident book are located in the vestry.

The PCC advises that hirers should have a trained first aider present during the period of hiring.

The hirer must have third party liability insurance to cover the activity that the church is being hired for. Breadsall church's public liability insurance covers any fault in the building or fixtures.

The hirer must hold emergency contact details for anyone under 18.

We take safeguarding issues very seriously and adhere to the Diocesan Safeguarding Guidelines. Any group hiring the church will be expected to have safeguarding procedures in place. When children under 18 years and/or vulnerable adults are participating there will need to be a designated adult responsible who has a current DBS certificate.

The church should be left in the same condition as it was found.

Everything that had been tidied away before the hiring should be put back in the same place.

All refuse should be removed from the church and placed in the appropriate bin outside. No black bags are to be left outside.

No Sellotape or drawing pins to be used on the woodwork. Only Blu Tack can be used and must be removed at the end of the hiring.

No wires are to be wrapped around pew ends and there must be no water in containers on pew ends.

The controls on the boiler must NOT be adjusted.

All lights are to be turned off at the end of the hiring; check the toilet and vestry if applicable.

All doors are to be locked at the end of the hiring.

Leave the premises and car park quietly in consideration of neighbours.

Report any breakages or damage to the Lettings Secretary.

None of the provisions of this agreement is intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on any person who is not named as a party to this agreement.

We are sorry for this long list of conditions but we are sure that you will appreciate how much we want to preserve this beautiful building.

Please sign to say that you have read the above conditions and agree to them.

Signed: ..... Date: ...../...../.....