

**The Parochial Church Council of St Peter-le-Poer  
St Peter-le-Poer Church, Albion Avenue, N10 1AQ  
020 8883 1526**

**Church Hall Hiring Agreement** *Please check that your proposed hire of the Church Hall will be in accordance with the Rules displayed on the Church Hall notice board before completing this agreement.*

THIS AGREEMENT is made on:

**Date:** .....

BETWEEN THE PAROCHIAL CHURCH COUNCIL of Saint Peter le Poer ("the PCC") and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:

A. The PCC agrees to permit the Hirer to use the premises/part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:

1. Purpose of Hiring:

2. Period of Hiring:

**Day:** ..... **From** (time) ..... **To** (time) .....

Regular weekly hirings only: At the same day and time each week from:

(date) ..... to (date) ..... inclusive

3. **Room/Facilities to be hired:**

Hall/Kitchen/Committee Room

4. **Hiring Fee** ..... one-off/per week/per month/per term (*delete as applicable*)

**Less deposit received** .....

**Balance** ..... Received with thanks

**Payable on or before** .....

**Name of PCC's authorised representative:** .....

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Condition of Hire and in such rules governing the use of the premises which are on display on the Church Hall notice board.

5. **Name of Hirer** .....

**Organisation** (if applicable).....

**Address**.....

**Tel No:**.....

**E-mail** .....

STANDARD CONDITION OF HIRE

1. For a one-off hiring, the Hirer shall pay the full fee due at the time of signing this agreement. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fee but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees paid by the Hirer shall be refunded.

2. For a regular weekly booking the Hirer shall be invoiced at the beginning of each school term, or other period as may be determined by the representative of the PCC, and the full fee due for that period shall be paid within 30 days. If the Hirer cancels the booking before the current period of hire has ended and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees paid for the remaining part of the hire period but shall be under no obligation to do so. Alternative arrangements for payment for regular weekly bookings may be negotiated at the discretion of the PCC.

3. THE HIRER shall during the period of hiring, be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, the behaviour of all persons using the premises and ensuring car parking arrangements avoid obstruction of the highway. This includes ensuring no children under the age of 12 years are allowed in the kitchen unless supervised by a responsible adult.

4.. THE HIRER shall be responsible for obtaining, any local authority or other licences necessary in connection with the booking. The Local Authority is the London Borough of Barnet.

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

6... The Hirer will comply with the health and safety policy and procedures which are displayed on the Church Hall Notice Board.

7. THE HIRER shall not sub-let or use the premises for any un-lawful purpose.

8. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises.

9. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exist between them.

10. The HIRER shall leave the premises in a clean and tidy condition.

11. The PCC accepts no responsibility whatsoever for the fitness for purpose of any food served on the Church premises by the hirer.

**SIGNED** by the person named in paragraph 4 of the hiring agreement, on behalf of the PCC.

.....

**SIGNED** by the person named in paragraph 5 of the hiring agreement, on behalf of the Hirer

.....**Dated** .....

**Statement of Equal Opportunities.**

The Hall is managed by the PCC and is offered to the community by the Church as a sign of the practical love of Jesus for all. We seek to foster and persue equal opportunities in all aspects of management of the building. The PCC recognises that in society certain groups and individuals suffer from unfair discrimination. The PCC acknowledges a moral and legal responsibility to ensure that in the use of the Church building there is no discrimination direct or indirect against anyone.

The PCC recognises these responsibilities in employment practices and policies, in the services it seeks to provide, and in any other area of its activities. The PCC seeks to uphold the spirit as well as the letter of equal opportunities.

All users of the Hall are expected to maintain a commitment to equal opportunities in the conduct of their activities.

**Statement to be agreed by outside bodies and individuals working with children, young people and vulnerable adults.**

This Organisation/Individual Hirer\*

.....  
.....

Confirms it is/I am\* familiar with the principles keeping children, young people and vulnerable adults safe from harm. We confirm we have access to the Home Office Code of Practice Safe from Harm and the London Diocesan Safeguarding Guidelines (<http://www.london.anglican.org/kb/safeguarding-in-the-diocese-of-london-policy-document/>) and to the London Borough of Barnet Safeguarding Procedures ([http://www.barnet.gov.uk/info/930198/keeping\\_people\\_safe\\_safeguarding\\_children/682/keeping\\_people\\_safe\\_safeguarding\\_children](http://www.barnet.gov.uk/info/930198/keeping_people_safe_safeguarding_children/682/keeping_people_safe_safeguarding_children)) The Hirer understands these polices and procedures and undertakes to follow their recommendations in relation to work with children, young people and adults at risk.

**SIGNED** by the person named in the Hiring agreement, on behalf of the Hirer.

.....

**Date:** .....

\*delete as applicable