

ST JOHN THE EVANGELIST CHURCH UNDERHILL CENTRE

Please read this agreement carefully, sign and date both copies and return one copy with the Hiring Fee and the Security Deposit

A. HIRING AGREEMENT

This agreement is made between (St Johns Parochial Church Council) ("The Trustee") (1) and the Hirer (2) named below.

A. The Trustee agrees to permit the Hirer to use the premises and to provide the services for the purpose and for the period described in consideration of the sum mentioned.

1. The Trustee

(St John the Evangelist Church Parochial Church Council) (the Trustee")

Authorised Representative: Christine Clevett, Parish Administrator

Address: Underhill Centre, 76 St Johns Road, Hedge End, Southampton. SO30 4AF

Telephone Number: 01489 790048

2. The Hirer

a. Name/Organisation:

b. Authorised Representative.....

c. Name and address for invoicing.....

Note: person(s) signing must be 18 years of age or over

Address:.....

.....Tel:.....

3. Premises Address:

St. John the Evangelist Church, Underhill Centre, St Johns Road, Hedge End,

Southampton SO30 4AF

4. Purpose of hiring: Use.....

5. Date to take place: (Day) (Month) (Year)

Time Required: (From).....am/pm to.....am/pm

7. Hourly Hiring Fee: £..... Security Deposit: £100.00 (by cheque).

8. Deposit 50% payment attached. Balance will be invoiced to you one month before hire date.

9. Rooms to Hire: Meeting/Area *Kitchen:
Whole Upstairs: Sections of upstairs (no's of)
Choir Room:

***If you have booked the kitchen and I have not informed you of the key press code, please speak with the Parish Administrator – Chris Clevett. Many thanks.**

B. The Hirer agrees with the Trustee to be present during the Hiring and to perform the obligations contained in this Agreement and the conditions of Hire attached.

The Hirer declares that the information given in this agreement is correct and acknowledges that any misstatement or misrepresentation may invalidate the agreement.

The Deposit is in addition to the Hiring Fee. The Deposit will be held as security for damage and will be refunded within 28 days of the Hiring provided that no damage or loss has been caused to the premises the building and grounds of which the premises form part or any contents of the premises or building during the period of the Hiring as a result of the Hiring.

The Deposit may be used also to reimburse the Trustee for any loss incurred by the Trustee because the Hirer fails to pay the Hiring Fee in full or cancels the Hiring.

Signed by the person named at 1 above on behalf of the Trustee

_____ (signature)

Signed by the person named at 2(a)

(on behalf of the organisation named at 2(b) above, where applicable.)

_____ (signature)

FOR OFFICE USE ONLY

ENTERED IN DIARY	<input type="text"/>	(INITIAL & DATE)
HIRE FEE DEPOSIT	<input type="text"/>	(INITIAL & DATE)
FULL PAYMENT	<input type="text"/>	(INITIAL & DATE)
SECURITY DEPOSIT	<input type="text"/>	(INITIAL & DATE)

Conditions of Hire - 2020

Please ensure that you read all the conditions before you hire

1. **BOOKINGS** enquiries may be made by telephone, but no agreement exists until the booking form and deposit has been received by the Parish Office, and approved. Preparation time and clearing up time must be included within your booking times. All bookings require an advanced booking deposit of 50% of the total hire charge; this should be returned with the booking form to the Administrator in the Parish Office. The balance will become due one month before the event. Payment should be returned together with a security cheque for £100. Drawing pins, sellotape, blu-tak and such materials should not be fixed to walls or woodwork.
21st, 18th AND HALLOWEEN PARTIES ARE NOT PERMITTED.

THE HIRE OF THE UNDERHILL WILL NOT BE MADE AVAILABLE TO REGISTERED POLITICAL PARTIES.

PLEASE READ '21' REGARDING 'END OF HIRE' INSTRUCTIONS.

2. **SUPERVISION:** The hirer will be responsible for supervision of the premises, the fabric and all the contents; for their care and safety from damage; for change of any sort and for the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway or other uses of the premises.
3. **USE OF PREMISES:** The HIRER shall not use the premises for any purpose other than that described in the Hiring agreement or use the premises for any unlawful purpose nor do anything or bring onto the premises anything which may render invalid any insurance policies nor allow the sale of alcohol without the Trustees written permission.
4. **LICENCES:** Whilst the premises does hold a licence for the sale of alcohol, no such sale will take place without the prior express agreement of the trustees, who are the only authorised entity that can set up and run a bar in the Centre. The sale of alcohol will only be provided at private functions where the bar is run or supervised by the PCC.
5. **PUBLIC SAFETY COMPLIANCE:** THE HIRER shall comply with all conditions and regulations made in respect of public safety relating to the use of the premises. The hirer acknowledges receipt of instruction in the action to be taken in the event of fire including calling the fire brigade and evacuating the premises, the location and use of fire equipment, escape routes and the need to keep them clear, method of operation of escape door fastenings, appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire. Please do not use the lift – if there is anyone in a wheelchair upstairs in the Underhill Centre, they need to stay in as safe an area as possible and await the Fire Brigade.

5.2 THE HIRER shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
6. **HEALTH AND HYGIENE:** The HIRER shall, if preparing food, observe all relevant food health and hygiene legislation and regulations. The kitchen facilities are available for light usage; i.e. tea/coffee. For any other use the hire of the kitchen will be charged separately; this charge will include the use of cutlery, crockery and utensils. Users are responsible for providing their own tea, coffee, sugar, milk, paper cups etc. These are to be removed at the end of the session, as there is no storage facility available. St John's Church is a Fairtrade Church, therefore please purchase Fairtrade consumables.

7. **ELECTRICAL APPLIANCE SAFETY:** THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
8. **INDEMNITY:** THE HIRER shall indemnify the Trustee for the cost of repair of any damage done to any part of the premises and the building of which they form part including the grounds or the contents of the building that may occur during the period of the Hiring as a result of the Hiring.
9. THE HIRER shall be responsible for making arrangements to insure against any **third party claims** which may lie against him or her (or the organisation if acting as a representative) whilst using the premises. (The Trustee is insured against any claims arising out of its own negligence). The HIRER shall be responsible for making sure that the Hirer is familiar with the terms of the Trustee's insurance, details of which are displayed on the premises or have been provided to the Hirer in advance of the Hiring.
10. **ACCIDENTS AND DANGEROUS OCCURRENCES:** THE HIRER must report all accidents involving injury to the public to the Authorised Representative of the Trustee as soon as possible.
11. **ANIMALS:** THE HIRER shall ensure that no animals (including birds) except registered assistance dogs are brought into the premises unless agreed in writing in advance by the Trustee. And no animals whatsoever are to enter the kitchen at any time.
12. **YOUNG PERSONS ACTIVITIES:** If your event is for young people it is your duty to ensure that your **adults have been checked** by the **CRIMINAL RECORDS BUREAU DISCLAIMER SERVICE**.
13. **LIFT:** The Centre has a lift, which is available for disabled use only.
DO NOT USE IF THERE IS A FIRE!
14. **NOISE:** THE HIRER shall ensure that the minimum of noise is made on arrival and departure and that the noise level of the Hiring does not cause a nuisance or inconvenience to occupiers of nearby premise.
15. **PARKING:** The HIRER shall ensure that all persons attending the premises park their cars in the Underhill Centre Car Park where spaces are available. Street parking is available but respect should be given to the highway and local residents.
16. **STORAGE:** Permission must be obtained before goods or equipment are left or stored at the premises. No responsibility is accepted by the Trustee for the safety of such goods or equipment or for any damage. The hirer's activities and possessions are not covered by the church insurance and they should ensure that they have adequate cover of their own.

ALLOCATED STORAGE: all items must be returned back to their storage area at the end of the period of hire. They must not block or inhibit others from gaining access to their store and should leave the area safe and clean. No flammable or perishable items should be kept in storage space.
17. **CANCELLATION BY THE HIRER:** IF THE HIRER wishes to cancel the booking only two weeks before the letting, this will result in a loss of their deposit. If cancelled prior to the two weeks, a full refund will be given
18. **CANCELLATION BY THE TRUSTEE:** THE TRUSTEE reserves the right to cancel this hiring in the event of the premises being required for church use of a funeral or wedding, in which case the Hirer shall be entitled to a refund of any Deposit or Hiring Fees already paid.

- 19. THE TRUSTEE:** may terminate the Hiring immediately by notice (which may be given orally but which will be confirmed in writing as soon as possible afterwards) in the event that the Hirer is in breach of the terms of this Agreement in any way.
- 20. UNFIT FOR USE:** In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Trustee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 21. END OF HIRE:** Unless the Hirer has agreed in advance for the premises to be cleaned at the end of the Hiring (for which an extra charge is made) **the Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, and any contents (including tables and chairs – we do not set up or clear away tables and chairs) temporarily removed from their usual positions properly cleaned and replaced, floors vacuumed or swept and all waste removed from the premises by the Hirer (including glass bottles etc.)**
- 22. NO BOUNCY CASTLES PERMITTED ON SITE.**

FINALLY, IF YOU FIND ANY PROBLEM WITH THE BUILDING OR HAVE ANY SUGGESTIONS TO MAKE ABOUT HOW WE MAY IMPROVE THE FACILITIES, PLEASE SPEAK TO A MEMBER OF STAFF. WE HOPE THAT YOU ENJOY YOUR TIME IN THE UNDERHILL CENTRE.

Please make cheques payable to ST JOHNS PCC UNDERHILL CENTRE

Parish Administrator

Christine Clevett

Parish Office
St John the Evangelist Church
Underhill Centre
76 St John's Road
Hedge End
Southampton
SO30 4AF

Telephone number: 01489 790048
Email Address: office@stjohns-hedgeend.org.uk

Office hours

Monday	9.00am- 12noon
Tuesday	9.00am - 12noon
Wednesday	Closed
Thursday	9.00am – 12noon
Friday	9.00am – 12noon

January 2020