

Premises Hiring Agreement
between
St Mark's Church, Reigate
and



Name ("The Hirer")					
Phone Number (Landline and/or Mobile)					
Email Address					
Address					
Purpose of Hire:					
Date(s) Required:					
Time required: <i>(include preparation and clean-up time)</i>		TO			
Number of people:					
Premises Required (please tick)					
Child's Party Package (under 11's)	Main Hall	Committee Room	Kitchen	Stage	Church
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Requirements:					

Bank details for return of deposit		
Account Name	Account number	Sort code

Please note that the hire charge must be paid in full at the time of booking and the deposit against damage at least 14 days prior to the hire date.

DECLARATION: I undertake:

1. To be responsible for the care of the Premises and contents, and for the behaviour of all persons using the Premises during the Hire Period.
2. To pay for any and all damage caused to the Premises and/or its contents or surrounds during the periods of hiring and other consequential losses.
3. To leave the Premises in a clean and tidy condition, take all rubbish away and switch all lights off.
4. To ensure that music and other sounds do not cause a nuisance or disturbance to residents living in the vicinity of the Premises.
5. To read and abide by the conditions laid down in the Information Sheet accompanying this agreement. Any breach will result in the immediate cancellation of the booking.
6. To ensure that a mobile phone is available at the Premises during the Hire Period for use in emergencies.
7. To ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of injury, loss, damage or harm.
8. To ensure that fire exits are kept unlocked with access kept clear.

I confirm that I am over 21 years of age and accept personal responsibility for ensuring that the terms of this agreement are complied with.

Signed:.....

Date:.....

Information Sheet for St Mark's Church Centre Bookings

All bookings and related queries are to be addressed to the Parish Administrator:

Alexia Hartman Tel: 01737 210785 Email: office@stmarksreigate.co.uk

Office hours

Monday and Tuesday from 9.00am to 2.00pm

Wednesday and Thursday 9.00am to 4.00pm

Friday, Saturday, Sunday - CLOSED

Bookings are made on behalf of St Mark's Parochial Church Council ("the PCC"). Any booking requests for a Sunday require specific approval from the Vicar.

The Hiring charge includes:

- Use of rooms and areas, during the Hire Period, as agreed and for which payment has been received. (Please note that there are separate charges for the use of the Main Hall, Committee Room, Kitchen, Stage and for the use of the Sound system and stage lighting.)
- Heating and lighting during the Hire Period only.
- Use of the Car Park **any time at weekends and ONLY AFTER 6.00pm on weekdays.**

Payment / Deposit against damage / Cancellations:

- Hiring of the premises for an occasional hire incurs an hourly charge (minimum 2 hours) and the placement of a refundable deposit against damage.
- Payment should be made by direct bank transfer (account details will be provided on receipt of completed Premises Hiring Agreement) or by card machine in the office.
- The hire charge must be paid in full at the time of the booking. The PCC reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.
- The deposit against damage must be paid at least 14 days before the hire date and is refundable subject to these conditions. Refunds will only be made by bank transfer to the original payee.
- Any cancellation by the Hirer must be made in writing to the Parish Administrator at the Parish Office. If more than 30 days' notice is given, there is no cancellation fee. If less than 30 days' but more than 14 days' notice is given, the Hirer shall forfeit 50% of the hire fee, with less than 14 days' notice 100% of the fee shall be forfeited.

Conditions of Hiring

- The hirer must contact the office to arrange viewing the premises before the hire date to be shown the facilities and run through housekeeping.
- The Premises must be vacated at the agreed time with all clearing up having been completed.
- The Hirer is responsible for leaving the Premises in a clean and tidy condition. If this is not done to an acceptable standard a deduction will be made from the deposit against damage.
- All setting up and clearing up must be completed within the Hire Period.
- When the kitchen is included in the hire all equipment, crockery and tableware is included except for the fridge and freezer unless by special arrangement. Hirers should also provide their own tea towels and table cloths.
- The PCC reserves the right to deduct from the deposit the cost of any additional cleaning, or making good any damage to the Premises or contents sustained during the Hire Period.
- The Hirer must not affix anything to the walls, ceilings or floors of the Premises. Any making good or repair to damage caused by doing so will be the responsibility of the Hirer.
- The public license restricts the number of persons to be on the Premises at any one time for any given event. The maximum is 200 persons for a seated event in the Hall. Other limits apply to other areas and different types of event.
- Music is not to be played after 10.45 pm.
- No alcohol may be sold on the Premises unless the PCC has given permission in writing for a Licence. Any such Licence must be shown to a representative of the PCC and displayed in a

prominent position throughout the duration of the event.

- No smoking in the Premises.
- No naked flames, inflammable substances, or unauthorised equipment is to be permitted on the premises.
- No immoral or illegal activity is to take place, nor anything that is not in accordance with the beliefs and practices of the Church of England. The Vicar's decision on what is appropriate is final.
- In the event of fire, Fire Regulations are to be followed, and the Fire Brigade are to be contacted immediately, using a mobile phone, which it is the Hirer's responsibility to provide.
- Fire Exits are to be kept clear at all times.
- The Hirer is to notify the office if there are any incidents requiring use of the First Aid kit.
- If the purpose of the Hire involves children and vulnerable adults the Hirer's attention is drawn to the Southwark Diocesan book "A Safe Church" a copy of which is available at the back of the church or can be accessed online: www.southwark.anglican.org/what/diocesan-policies-procedures
- The PCC is not liable or responsible for any injury howsoever caused to any person on the Premises during the Hire Period. Should personal accident and/or liability insurance be required, it must be provided by the Hirer.
- The PCC shall not be responsible for the loss or damage to any items of property belonging to the Hirer or users of the Premises during the Hire period, or any items left in the Premises thereafter. All items stored on the Premises are stored at the Hirer's own risk.
- The PCC shall be entitled to cancel any booking in exceptional circumstances at short notice. All monies paid will be refunded in full.