

## **Hall Hire Agreement Form**

### ***TERMS AND CONDITIONS***

1. Cost of Hire and Duration The charge for hire is £15.50 for each hour or part thereof. The minimum duration of hire is two hours.

#### 2. Kitchen

- (a) You may use the small kitchen to the back of the stage.
- (b) You may use the large kitchen beside the Hall if you have first obtained our written approval.

#### 3. Equipment, storage and damage

- (a) You may not remove any Hall property unless, before you do so, you have:
  - (i) obtained permission from the Church Administrator AND
  - (ii) paid to the Church Administrator a deposit of £50, which will be refunded to you when you have returned all the items removed, less the cost of any breakage or damage. If the cost exceeds the deposit you must pay the excess as soon as we ask for it.
- (b) If you break or damage Hall fixtures, fittings and/or equipment, you must pay the whole cost of repairs or replacement as soon as we ask for it.
- (c) Stiletto heels and studded footwear must not be worn on the premises.
- (d) Hirers with period bookings (see 8) may store, at their own risk, their property in any cupboard we are able to make available, provided the property relates to their use of the Hall. We do not promise to provide storage and we can ask you to store your property elsewhere at the Hall or to remove it.
- (e) If you bring any equipment of your own in to the Hall, you do so at your own risk and we are not responsible for it.

#### 3. Car Park

- (a) You may use the car park beside the Hall if there is room, but the spaces beside the Church must be left clear at all times. Fire Exits must be kept clear. Vehicles are parked at the owner's risk.
- (b) You may only use the car park in connection with your use of the Hall.

#### 4. Consideration for other people

- (a) You are asked to leave the Hall clean and tidy, ready for the next user.
- (b) If you change the heating thermostat while you are using the Hall, please put it back to 16°C before you leave.
- (c) Please come and go quietly, especially after 10.00 p.m.

#### 5. Insurance

You must make your own arrangements for any insurance cover you may need for your use of the Hall.

6. Health & Safety

You are responsible for the safety of the activities and persons using the hall during the period of your hiring. Safety equipment must not be misused and Fire Exits must be kept clear at all times. You must obey any safety notices displayed.

7. Cancellation

Although we reserve the right to cancel your booking without advance warning, as much notice as possible will be given. Period bookings (i.e. 6 months continuous booking; or more) are subject to 6 months notice on either side. Extension of period bookings is not automatic.

8. Restriction on use

- (a) Neither alcohol nor tobacco are allowed in the Hall, nor are drugs to be used unless they have been prescribed by a doctor.
- (b) The Hall is not let for any commercial use. If you want to raise funds at the Hall, please check with our Church Administrator before booking that we are happy with what you want to do, even if you are a charity. Tickets may not be sold for any performances given at the Hall.
- (c) Hirers must observe statutory and local requirements in using the Hall.

9. Definitions

- (a) "You" includes singular and plural, and if you are an organisation it includes your members, visitors and guests. "Your" is to be understood accordingly,
- (b) "The Hall" includes the rooms opening off the Hall (but not the Church Centre and the large kitchen) and the car park beside the Hall.

**FRINTON PARISH CHURCH HALL HIRE AGREEMENT**

Name of Individual or Organisation:

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Position (if applicable):

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Address:

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Telephone Number:

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Date(s) of Hire:

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Number of Hours (each hire):

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Cost per hour £15.50

Your use:

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I/We agree to the following terms and conditions under which the Parochial Church Council of Frinton Parish Church allow hire and use of Frinton Church Hall.

Signature of Hirer:

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On behalf of (if applicable):

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Date:

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Signature of Parish Administrator - On behalf of the Parochial Church Council of Frinton Parish Church:

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Date:

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**Church Office, Old Road, Frinton CO13 9BX**  
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