

Application for the use of premises - 2025



**ST JAMES' +
ST EDMUND'S**
LIFE + HOPE

CONDITIONS OF HIRING

- 1 These conditions form part of the agreement regarding dates and times on the Booking Form overleaf and apply from the first date shown until a new agreement is signed. A new agreement should be submitted at least one month before the beginning of period, i.e. 1st August for bookings from 1st September onwards, 1st December for bookings from 1st January onwards, and one month before Good Friday for bookings from Easter Day onwards.
- 2 This Agreement may be terminated at any time on four weeks notice by either party, and immediately if the Hirer fails to have full Public Liability insurance or safeguarding in place.
- 3 For this Agreement the Hirer will pay to the PCC, through the Treasurer, the agreed and appropriate rate of hire for the booked period one week prior to the booked date. Additionally, the hirer agrees to pay for use of the premises (including setting up or clearing away) beyond the booked period. (min. charge 1hr)
- 4 The Hirer shall have full use of the furniture in the rooms booked. The Hirer is responsible for the cost of repairing and replacing any such furniture and equipment damaged during any period of their use of the premises.
- 5 The Hirer and their invitees shall have full, but not exclusive, use of the available toilets, kitchen, corridors and other shared areas in the Building.
- 6 The PCC undertake to pay all charges for gas, water and electricity supplied to the premises and to be responsible for heating and lighting the premises.
- 7 The Hirer(s) hereby jointly and severally undertake:
 - a To use and occupy the premises during the session of use so that nothing shall be done to injure the reputation of the premises or the Church, or offend against any statute or any of the regulations of any Local or Public Authority in any way.
 - b Not to damage the premises or the fixtures or furniture therein and to indemnify the PCC against the cost of all repairs made necessary by the activities of the Hirer and their invitees.
 - c Not to post notices either permanent or temporary without prior approval from the Minister or the Church Warden and not to attach fixtures or decorations of any kind to the walls of the premises by the use of any type of nail, screw, Blutak, paste, etc.
 - d To leave the premises in a clean and tidy condition after each session of use. All rubbish must be taken away by the hirer. Any lights or services used must be switched off and windows that have been opened must be closed before leaving the premises. It is essential that each group keeps the premises secure during the session of use and secures the premises at the end of each session of use.
 - e Not to allow betting or gambling, or use the premises for the sale or consumption of alcoholic beverages.
 - f To ensure that any unsold goods from any type of sale are removed from the premises at the conclusion of the event, and to clear bulky items of rubbish from rooms.
 - g Not to store equipment on the premises, or to allow bicycles to be brought into the building.
 - h Not to do anything in, or upon, the premises which shall invalidate the insurance policy effected by the PCC on the Building of which the premises form a part.
 - i To keep the PCC indemnified against all liability in respect of claims for damage or loss which may be suffered by any person by reason of or arising directly or indirectly out of the use of the premises hereby authorised.
- 8 The PCC accept no liability for goods or personal effects lost or damaged on the premises. Any electrical equipment brought onto the premises by the hirer needs to be appropriately tested for electrical safety.
- 9 The Hirer hereby confirms that they are familiar with the Home Office code of practice for safeguarding the welfare of children in voluntary organisations, "SAFE FROM HARM", that they have an understanding of it and undertake to follow its guidance in relation to work with children and young people under the age of sixteen years. If applicable, the hirer shall be registered in accordance with the provisions of Part X of the Children Act 1989.
- 10 The Hirer will ensure familiarity with fire safety equipment, fire procedures and emergency escape routes, and is responsible for making their invitees aware of these. The Hirer and their invitees will, as appropriate, organise and take part in fire drills.
- 11 The hirer will ensure that all keys are returned within 24 hours of the end of the hire period
- 12 **The kitchen** It is a condition of hire or use that all food preparation (other than drinks, pre-baked cakes and biscuits) must be carried out under the supervision of a holder of a current food hygiene certificate.
- 13 **The church** is set up as a place of worship for its primary purpose and it is not usually available before major church events. Its hire is normally charged as a 4 hour period, with subsequent hours in a continuous period charged pro rata, but it does not include the right to adjustments to that set up, or to bring in additional lighting, projection, or sound equipment. Any proposed furniture moving or other changes to the set up, or the use of the existing church sound equipment, has to be specifically agreed in writing at the time of booking.
- 14 Any breaches of these conditions will result in the issue of a formal warning. A second warning will result in the cancellation of this agreement with immediate effect.

Booking contact and key holder: Revd Tom Studman

Tel: **07769 644191**