

HIRING AGREEMENT AND BOOKING FORM.

The Old School Hall, Dallington.

THIS AGREEMENT is made on day of 20.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL (PCC) OF ST MARY- the- virgin, Dallington

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 agree to permit the Hirer to use the premises or 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.....

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2. Period of Hiring. (Where there are a series of or, regular dates please attach a schedule)

Date(s)

Hours (Including Clear Up. Latest 2300 Hours) From..... To.....

3. Description of rooms and facilities to be hired:

The Dallington Old School Main Hall/Cloakroom/WC's/Kitchen/Store Room. * (Strike out as necessary)

4. Hiring Fee. £..... (Rate of £15/Hour or Part Of plus £10 Hall Manager Fee)

Deposit. £..... (£50 per booking or series of booking dates)

Balance £.....

Payable at least seven days before the date(s) of the hire by Bank Transfer (to Dallington PCC. Sort Code 40-35-04. Account Number 20279250) or by Cheque (Payable to Dallington PCC) forwarded to:

5. PCC's representative , Church Warden, Alan Walters

Address: 5 Dallington Green. Northampton. NN5 7HW

Telephone & Email: Mobile: 07413919930. **Email:** alan_walters@hotmail.co.uk

6. Main Contact for all enquiries relating to the hire should be referred to the PCC's Hall Manager:

Miss Emma Escudero, 102 Mill Lane, Dallington, NN5 7AS

Mobile Telephone: 077771 792802. **Email:** emmaescudero@hotmail.com

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

7. Hirer

Organisation (if applicable)

Address

.....

Telephone & Email

Bank Account (for Deposit Refund). A/C Name. Sort Code. A/C.

Standard Conditions of Hire

1. THE HIRER shall pay a refundable deposit of £50.00. The deposit will be refunded to the Hirer in full subject to any deductions specified under (9) below. Where there are a series of booking dates the deposit will be held by the PCC until the series of booking dates expires. Such deposit shall be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
2. THE HIRER shall pay the booking fees and deposit due when the booking date has been confirmed by the PCC or its representative. 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 fees but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the refundable deposit) paid by the Hirer shall be refunded.
3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

6. 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.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise. **Smoke generator devices must not be used, they will activate the Hall smoke alarm units.**
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking. Deductions for such repairs or damage will be made from the deposit paid by THE HIRER. Each item of crockery broken will be charged at a rate of £2.00 per item. Standard deductions for the following may apply: **Removal of Refuse - £5. Re-stacking of Chairs and/or Tables for safety purposes - £5. Cleaning - £10.**
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. THE HIRER acknowledges that no tenancy is intended or to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
12. THE HIRER must leave the building in a clean and tidy condition after the period of hire(s). Tables and chairs must be re-stacked as found and in a safe manner. The Hirer must remove all refuse from the premises at the end of the hire(s) period. There are no refuse collection facilities available to hirers of the premises.
13. THE HIRER must ensure that they have the appropriate public and products Insurance in place for any activities taking place on the premises during the period(s) of hire. The PCC's Insurance cover does not extend to The Hirer's activities nor to any Third Party's activities during the period of hire.
14. THE HIRER is responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book located in:

The Main Hall on the Window Cill nearest the kitchen. The book/forms are inside the Green First Aid Box.

and provide the information requested in part C.

15. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

..... Date.....

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

..... Date.....

PART C

THE HIRER(S) of the
Is / are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirer(s) after the event.

Person injured:

Name

Address
.....

Telephone

Time of incident

Place incident occurred

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

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.....
.....

Witnesses:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

(Signed witness statements should be obtained wherever possible)

PCC Safeguarding Policy Statement

St Mary-the-virgin, Parish of Dallington.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

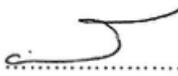
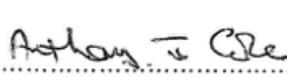
- We accept and endorse the principles set out in 'Safeguarding in the Diocese of Peterborough'.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Church agreed and adopted the above Policy at its meeting on 13th March 2018

Copies of "Safeguarding in the Diocese of Peterborough" and any parish guidelines and procedures are held by:

All Church Officials. The PCC shall review this policy annually.

Signed:

		
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Vicar/Rector/Priest in Charge	Churchwarden	Churchwarden

I / we agree that we will abide by the ethos of this statement and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

Hall Hirer

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