Please complete this form after you have discussed hiring options with the church.

OCCASSIONAL USERS

St BARNABAS CHURCH HALL – HIRING AGREEMENT

This agreement is made on the …………………………. (Date) between St Barnabas Church Trustees and the Hirer.

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| --- | --- |
| **Hirer** |  |
| **Purpose of Hire** |  |
| **Estimated Numbers** | Adults: Children: |
| **Date and Time of Hire (including set up and clear up time)** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone No.** |  |
| **Email** |  |
| **Payment Method** | BACS  Cheque  Cash |

|  |  |
| --- | --- |
| **Will alcohol be sold?\*** | Yes/No |
| **Will Alcohol be consumed?\*** | Yes/No |
| **Will music be played?**  (see item 5 in conditions of hire) | Yes/No. If yes, will it be live?  If it is not live, how will it be played? |

\* (See items 4 and 16 in the conditions of hire).

|  |  |
| --- | --- |
| **Charges** |  |
| **Lambert Hall and Kitchen (3 hours)** | £100 |
| **Martin Hall and Kitchen (3 hours)** | £90 |
| **All Site Hire 10 hours** | £300 |
| **All Site Hire 5 hours** | £150 |
| **Evening Party Booking Lambert Hall** | £150 |
| **Extra Hour** | £30 |

For the consideration of our neighbours, please keep noise to a reasonable level. We limit night-time event hours to 6 pm-11.30 pm. Set up hours prior to 6 pm will be charged at the normal hourly rate. All music must be turned off by 11.00 pm and the hall vacated by 11.30 pm. There will be a spot check by a member of our team around 11pm to ensure music is turned off and then at 11:30pm to confirm the event has ended and the halls cleared.

**Deposits:** A **non-returnable deposit** of 50% of the fee will be taken to confirm the booking.

A further **returnable deposit** is required to cover against loss, damage or any extra cleaning that is required after your booking. This is to be paid in cash or by cheque only. Any damage over and above the deposit will be invoiced separately.

**Returnable Deposits**:

Children’s (0-11yrs) Party up to 3 hours: £50

All other Events: £150

**I declare that the information provided on this form is true to the best of my knowledge. I understand that any misrepresentation of facts or non-compliance with the conditions of Hire may result in my returnable deposit not being refunded.**

Signed by THE HIRER: ………………………………………………

Signed by the Committee’s Representative: ………………………………………

Date: ……………………….

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