



November 2011 Edition

Hall Rental - Conditions of Hire (The Agreement)

1. St Mary's Kennington PCC (The PCC) cannot be held responsible for any loss or damage or injuries sustained in association or connected in any way with the event or control of the event to which the hirer relates and the hirer agrees to ensure that he will provide insurance cover for such contingencies. Furthermore, the hirer agrees to indemnify The PCC in respect of any damage occasioned to persons or property arising out of negligence of the hirer or their invitees.
2. The hirer undertakes to reimburse The PCC for the cost of any damage, breakages or losses occurring during the period of hire.
3. The premises must not be used for either the sale of alcohol or for musical performances, including discos. Music may, however, be delivered by means of a music centre or CD player provided due consideration be always given to local residents.
4. The maximum number of persons in the building shall not exceed :
 - a. St Mary's Hall
 - a.i. Downstairs Hall 50
 - b. St. Mary's Community Centre
 - b.i. Main Hall 75
 - b.ii. Second Hall 30
5. The hirer will be responsible for the orderly behaviour of all persons using the hall and undertakes to nominate a responsible person to control any unruly behaviour.
6. Single bookings will not normally be confirmed until the hirer has paid a £10.00 deposit. The remaining fees to be paid in full one week prior to the hire period.
7. The premises will be left in a clean and tidy condition at the end of each hire period. And the keys, where issued, returned as directed. All equipment and property belonging to the hirer, along with all waste and litter from both the kitchen and other areas to be removed from the premises, all windows to be shut and fastened, fire doors closed. Lights and heating turned to be turned off.
8. Only equipment agreed at the time of hire shall be used by the hirer and items such as toys used by other tenants will not be removed from their storage areas.

SINGLE BOOKING

Signature (s)

I/We the undersigned confirm that I/We have read and understand the conditions of hire shown in paragraphs 1 to 13 of The Agreement and are both willing and able to comply with those conditions, including the requirement to provide third party insurance contained in para. 1.

I/We additionally agree that unless previously approved we will not occupy the premises earlier than 30 mins prior to the agreed rental period and will vacate the premises within 30 minutes of the agreed rental period.

I/ We the undersigned confirm that I/We am/are duly authorised to sign The Agreement on behalf of the organisation named below

Hirers full name.....Organisation.....

Address.....

.....Post Code.....

Telephone No.....

Signaturedate.....

Confirmation of Booking and Receipt for Payment.

1. **Single Booking.**

St. Mary,s Hall / St, Mary’s Community Centre

Agreed Period of rental date:..... from.....to:.....

Agreed fee £.....

On behalf of St Mary’s Kennington PCC I confirm the above booking and acknowledge receipt of £ in part/full payment of the agreed rental fee. I also confirm that I, or another official representing the PCC, will have shown the hirer the location of fire extinguishers and explained the use of Fire Safety Doors.

Name of official.....

Signature..... date:.....

(A copy of the conditions of hire and the receipt should be retained by the hirer)

MULTIPLE BOOKING

Signature (s)

I/We the undersigned confirm that I/We have read and understand the conditions of hire shown in paragraphs 1 to 13 of The Agreement and are both willing and able to comply with those conditions, including the provision of third party insurance

I/We additionally agree that unless previously approved we will not occupy the premises earlier than 1 hour prior to the agreed rental period and will vacate the premises within 30 minutes of the agreed rental period.

I/ We the undersigned confirm that I/We am/are duly authorised to sign The Agreement on behalf of the organisation named below

I/We agree that the agreed rent will be paid monthly/quarterly by banker’s standing order/cash/cheque and that all charges and rents will be subject to review in January of each year

Payment by Standing Order should be made to: *St. Mary’s Kennington PCC, Natwest Bank, Sort Code 60-91-21 Account No. 47650877. Ref: hall rents*

Hirers full name.....Organisation.....

Address.....

.....Post Code.....

Telephone No.....

Signaturedate.....

Confirmation of Booking and Receipt for Payment.

2. **Multiple Booking**

Agreed Period of rental	Weekly/monthly/quarterly/
Day
Time	from.....to.....
Hall(s)

Agreed weekly fee £.....

On behalf of St Mary’s Kennington PCC I confirm the above booking and acknowledge receipt of £ in part/full payment of the agreed rental fee. I also confirm that I, or another official representing the PCC, will have shown the hirer the location of fire extinguishers and explained the use of Fire Safety Doors.

NameSignature..... date:...