DIOCESE OF ARUNDEL AND BRIGHTON

(Registered Charity No. 252878)

HIRING AGREEMENT FOR ST HUGH OF LINCOLN PARISH HALL – KNAPHILL

DATE: ……

PARTIES:

1. The Parish of St Hugh of Lincoln - Knaphill ("the Parish"), acting through its Parish Priest.

2. …… (Name of responsible person) of

   ……..

(Name of organisation* & address) ('The Hirer').

Contact Phone No ……...

The parish permits the Hirer to use the part of the premises described in paragraph 3 below on the following terms and conditions.

1. Purpose of Hiring: …….

2. Period of Hiring – Date (s) ……..

   Hours: from …… to …….. ('The Session')

3. Description of room (s) and facilities within the premises to be hired: The large and small Hall areas, cloakrooms and kitchen facilities, ("the Premises")

4. Hiring fee @ £15 per hour £ …… (Per session)* Payable in advance
   Deposit received/payable* £100.00 *

Please send the completed booking form and cheques payable to 'St Hugh of Lincoln Church' to the Hall Administrator – address below

5. Date(s) of payment of fees/balance* ……

6. Period covered by public indemnity insurance: ……

7. The Hirer agrees to observe and perform the terms and conditions contained or referred to in the Parish Hall Conditions of Hire for the time being in force and as attached to this Agreement and in the Rules governing the use of the premises, EXCEPT THAT Conditions ……□ shall not apply to this hiring.

8. The maximum number of people allowed in the building are ……. seated or ……..standing.

9. The parish hall will close at 11.00pm, unless otherwise specified in the agreement.

Signed by …… (Please print Name): Helen Naughton
(For and on behalf of the parish) (Hall Administrator)

Signed by …… (Please print Name): ……..

(The Hirer/For and on behalf of the Hirer*) In signing this booking form, the Hirer acknowledges receipt of the Hire Contract and confirms that they have read the Conditions of Hire and agree to comply with all sections. The Hirer's attention is particularly drawn to the items on Health & Safety and Section 22, the Checklist for Vacating the Hall.

* **Delete as appropriate**

□ **List any numbered conditions that do not apply, or otherwise delete words from 'EXCEPT THAT …'**