

AGREEMENT FOR CASUAL HIRING (SOCIAL EVENTS) OF SPACE IN ST MICHAEL & ALL ANGELS LONDON FIELDS CHURCH HALL

Date of Agreement	201
Parties:	The Parochial Church Council of St Michael & All Angels London Fields
(1) The PCC	
(2) The Hirer	Name:
Hirer's contact details:	Address:
	Telephone: Landline
	Mobile:
	E-mail address:
Contact numbers for the PCC:	020 7249 2627, or failing that (but only in an emergency) 07949 783079
Agreed Hire Period:	Day/date: 201
	Hours: from until , inclusive of setting up and clearing up
Space to be hired: (delete whichever does not apply)	Main Hall Small Meeting Room with use of WC and kitchen facilities
Purpose of Hiring:	
Hire Charge:	£
Deposit:	£

The Parties agree to the Hiring described above and that the Hiring incorporates the attached Conditions of Hire, and the PCC confirms receipt of the Hire Charge and Deposit *in cash/by cheque (delete whichever does not apply)*

The Hirer or their representative confirms that before signing this Agreement s/he has read and accepts the attached Conditions of Hire.

Signed on behalf of the PCC:	
Signed by or on behalf of the Hirer:	Hirer:
	Representative (if any): Capacity:

Notes:

The hall is available for hire on a casual basis between the hours of **9.00 am** and **7.00 pm**, except that it is not available

- when it is being used by the other current regular users, as listed on St Michael & All Angels' website at <http://www.stmichaelslondonfields.org.uk/community/> under *Regular hall activities*
- after 4pm on Sundays between 1 January and 31 March, when a Winter Nightshelter is run
- during the Christmas Fete (last Saturday in November) or the week before it.

The PCC reserves the right not to accept any request for a booking.

The following **Conditions of Hire** apply:

1. The maximum number of people permitted in the **Main Hall** is **180**, and the maximum number of people permitted in the **Meeting Room** is **15**. The hirer must not exceed either limit at any time.
2. Smoking is prohibited in the Space the subject of the Hiring ('the Space') or anywhere on the buildings of which it forms part ('the Building').
3. No part of the Building is licensed for public performances, public dances, public discotheques or the sale of alcohol. The consumption of alcohol, and the playing of amplified music on anything louder than a portable CD/cassette player, are prohibited in the Building, or on church land outside the Building, including the entrance areas, garden and car parking area.
4. In the case of amplified music, the sound level must in any case be kept low enough not to disturb people in the neighbouring house, or the flat above the Hall.
5. Guests must not disturb people in the neighbouring house, or the flat above, especially when standing outside the Hall or leaving it.
6. The Hirer does not have access to parts of the Building that have not been booked.
7. All Hirings must finish by **7.00 pm**, inclusive of enough time for cleaning up.
8. All Hire Charges must include at least an hour (total) for setting up beforehand and clearing up afterwards. For major events, this must be an hour before and after.
9. At the time of booking, all Hirings must be accompanied by a Deposit of the same amount as the Hire Charge. The Deposit is security for performance of the Hirer's obligations under these Conditions, including (without limitation) its duties to look after the Space, the Building and the PCC's property in them; to leave them on time and in as clean and tidy a condition as they were when the agreed Hire Period began; and to pay any sum or sums due under Condition 30.
10. No hiring is firm until payment is made of the Hire Charge and the Deposit in full.
11. Payment of the Hire Charge and the Deposit must be made either (1) in cash; or (2), only in the case of the Hire Charge and where the booking is made at least two weeks before the event (to allow time for the cheque to clear), by cheque made payable to *St Michael London Fields PCC*.

12. The PCC reserves the right in exceptional circumstances to cancel a booking. In that event the PCC will offer an alternative booking time. If this is unacceptable, the Hire Charge and the Deposit will be refunded in full.
13. Representatives of the PCC are entitled to access to all parts of the Space at all times during the Hiring without notice.
14. The Hirer is responsible for supervision and security of the Space, protection of the fabric and contents from damage and the behaviour of all persons using the Space, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
15. The Hirer must ensure the proper and safe supervision of children in the course of the Hiring, including and especially outside the Building and the Hall doors, in the car parking area, and also on the streets outside the premises. Children are not permitted to play in the car parking area and in the area outside the Hall doors. The Hirer must ensure that children do not throw stones or gravel. The Hirer must ensure that children do not play unsupervised on the pavement, or disturb neighbours.
16. The PCC regards the safe care and protection of children as of the utmost importance. Hirers are expected to share this concern and make appropriate provision for the protection of children within their care. By signing the Agreement the Hirer: (a) confirms that it is familiar with the Home Office Guidelines 'Safe from Harm' (a copy of which is available at <http://www.london.anglican.org/resources/Blocks/13630/ProtectingAllGodsChildren-ThirdEdition2005.pdf> at page 22) and, so far as relevant to the activities proposed to be carried out in the course of the Hiring, legal requirements in or under the Children Act 1989; and (b) undertakes to follow their recommendations in relation to all work or contact with children and young people in the course of the Hiring.
17. The Hirer is responsible for obtaining any Local Authority or other licences necessary in connection with the Hiring.
18. If selling goods in the course of the Hiring, the Hirer must comply with all relevant fair trading laws and any local code of practice in connection with such sales.
19. The Hirer is responsible for the observance by all persons in the course of the Hiring of any other laws or regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
20. The Hirer must make adequate arrangements to insure against third party claims which may lie against the Hirer and/or his organisation in the course of or arising from the Hiring.
21. The Hirer must not sub-license the Space or any part of it or use it or any part of it for any unlawful purpose or in any unlawful way, or bring onto it anything which may endanger it, any other users, or insurance policies relating thereto.
22. No electrical equipment or outlet available in the Space may be altered, modified or tampered with in any way. As for appliances belonging to or proposed to be used by the Hirer, small electrical kitchen appliances and equipment complying with Condition 3 may be used. The use of other electrical equipment is subject to the express prior written permission of the PCC. All such electrical equipment must comply with applicable safety legislation. Portable gas appliances or other equipment involving a naked flame are not permitted.
23. The Hirer must notify the PCC about accidents, injuries, damage and/or breakages occurring in the course of the Hiring and must indemnify the PCC in respect of any damage done to any part of the Building or anything in it which belongs to the PCC, and in

respect of any liability to any third party or otherwise, arising in the course of the Hiring where the act or omission which occasioned the damage or liability was that of the Hirer or any other person present with the Hirer's permission.

24. Adhesive tape or drawing pins must not be used to affix anything to the walls or woodwork. Cautious use of 'blu-tac' is acceptable in the Main Hall but not in other rooms in the church. Hirers must ensure that surfaces are left clean and that paints and other materials are removed after art activities.
25. Valuables must not be left anywhere on the premises, even if locked away in cupboards. The PCC accepts no responsibility for the loss of personal possessions or injury sustained to any persons while in the Building, or in the external grounds including the car parking area. A First Aid box is located in the hall kitchen.
26. Fire extinguishers are located in the hall, kitchen, church, boiler room, church entrance (narthex), and upstairs corridor. Users should familiarise themselves with fire regulations and appliances. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the PCC. Highly flammable substances are not permitted in the Building, or on church land outside the Building, including the entrance areas, garden and car parking area.
27. Items may only be stored in the Space or elsewhere in the Building with the prior agreement of the PCC.
28. The large green paladin refuse bin in the car parking area is for use by Hirers for non-recyclable waste, provided it is bagged up in suitable bin liners (to be provided by the Hirer) which are tied up. Nappies and sanitary towels must be placed in the paladin bin, and in no circumstances in the kitchen bin or flushed down the toilets. Recyclable waste must be removed by the Hirer.
29. By no later than the end of the Hire Period, the Hirer must ensure that:
 - (a) All floors in the Space have been mopped and swept clean.
 - (b) Condition 28 has been complied with as regards all litter, waste or refuse arising from the Hiring and none of it is left anywhere in or near the Space or the Building.
 - (c) All the Hirer's equipment and property, including all food and recyclable waste, have been removed.
 - (d) All furniture and equipment which were situated in the Space when the Hire Period began have been returned to their original position.
 - (e) The remainder of the interior of the Premises, and the exterior, are in as clean and tidy a condition as they were when the agreed Hire Period began.
 - (f) All external doors and windows have been secured. The toilets, kitchen and all doors including fire doors must be carefully inspected.
30. The Hirer will pay the PCC an additional charge at the hourly hire rate applicable under the Agreement for each hour or part of an hour after expiration of the agreed Hire Period during which either (a) any part of the Space made available to the Hirer is used or retained by the Hirer and/or (b) any representative of the PCC is engaged in remedying any breach by the Hirer of its obligations referred to in Condition 9. Any additional charge due under this Condition may be deducted from the Deposit.