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

REGULAR USERS

St BARNABAS CHURCH HALL – HIRING AGREEMENT

This agreement is made on the ………………………….. (Date) between

St Barnabas Church Hall Committee and the Hirer.

|  |  |
| --- | --- |
| **Hirer** |  |
| **Organisation** |  |
| **Position in Organisation** |  |
| **Purpose of Hire** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone No.** |  |
| **Email** |  |
| **Payment Method** | BACS Monthly  Cheque Termly  Cash |
| **Frequency of Booking** | Monthly/Weekly/Other |

|  |  |  |
| --- | --- | --- |
| **Day** | **Small/Large Hall** | **Times (including set up and clear up)** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**Alcohol:** Will alcohol be sold? Yes/No; Will Alcohol be consumed? Yes/No

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

|  |  |
| --- | --- |
| **Charges** |  |
| **Lambert Hall** | £16 per hour |
| **Martin Hall** | £14 per hour |
| **Jordan Lounge** | £10per hour |
| **Kitchen** | £5 per hour |

\*For the consideration of our neighbours night time event hours are from 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.

**Deposits:** A deposit equal to the cost of the first session will be taken to confirm bookings.

A further **returnable deposit** of £10 is required to cover your hall key against loss or damage.

**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 the cancellation of my booking(s) and in such circumstances my deposit (1st Session) will not be refunded.**

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

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

Date: ………………………..

|  |  |  |
| --- | --- | --- |
| For Office Use ONLY:  Session fee:  Sessions per week: | …………….....  ………………. | No. of hrs x hourly rate |
|  |  |  |
| Key deposit:  Total first invoice to be paid: | £10  ………………… |  |