

**HIRING AGREEMENT FOR USE OF THE SMALL HALL AT
LONG BUCKBY UNITED REFORMED CHURCH.**

NAME OF HIRER.....

ADDRESS OF HIRER.....

EMAIL/PHONE NUMBER.....

DATE OF EVENT/DATES OF HIRE.....

NATURE OF EVENT/USE OF PREMISES.....

We/I the undersigned accept that **Long Buckby United Reformed Church** cannot be held responsible for loss, damage or injuries sustained if associated or connected in any way with the event(s) or control of the event(s) to which this hire relates. Further, we/I agree to indemnify **Long Buckby United Reformed Church** in respect of any damage occasioned to property arising out of the negligence of the hirer and/or their invitees.

We/I the undersigned agree to accept full responsibility for compliance with the **Children Act** whilst using the premises of **Long Buckby United Reformed Church**.

We/I agree to the following conditions of the hire:-

1. A sum ofwill be donated the **Long Buckby United Reformed Church** in advance of the hire / weekly or monthly. Cheques should be made payable to Long Buckby United Reformed Church and sent to **LB URC Treasurer, 27 Wright Road, NN6 7GG**
2. All steps will be taken to maintain total security, safety and cleanliness of the building.
3. No smoking is permitted in any part of the building.
4. Please discuss the drinking of alcohol when booking (see over).
5. Breakages or damage to fittings, fabric or contents of the building must be reported to **Richard Bignell**.
6. We/I undertake to pay the cost of repair or replacement.
7.will be the responsible person on behalf of the hirer for holding the key and ensuring security of the building.
8. **Detailed booking conditions follow, please read before signing and returning this page. (email to: hall_hire@longbuckbyurc.org.uk)**

SIGNED.....

NAME (please print).....

DATE.....

Long Buckby Small Hall Conditions of Use

Charge: the charge is based on an hourly fee for one-off bookings. A discounted rate may be agreed for regular bookings. All charges may be increased annually in line with inflation.

Music, Singing and Dancing: the hall is not Licensed under the Licensing Act 2003 for functions involving sale of tickets, for which a Licence is required. (Local Authority TEN Licence).

Music Licence: If you are a Business we do not have a license for the playing of music, you must obtain your own, see: <https://www.gov.uk/licensing-bodies-and-collecting-societies>.

Alcohol: If the Hirer wishes to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided when booking. The Hall is not Licensed for the sale of Alcohol.

Nominated Responsible person: The named person responsible for the booking, or, his/her nominee must be in attendance during the booking.

Child Protection and Vulnerable Adults: It is the responsibility of the Hirer to ensure that, where activities are provided for children or vulnerable adults, a Suitable Policy is in place and that DBS checks have been completed for all helpers.

Public Liability Insurance: It is the responsibility of the hirer to effect whatever insurance he/she requires to cover his/her liabilities.

Public liability Insurance effected by the Church does not extend to a hirer's liabilities.

Accidents occurring on the premises: all accidents which occur on the premises must be fully recorded in the **accident book in the kitchen**.

Loss of or Damage to Personal Property: The Church accepts no responsibility for loss or damage.

Heating: The heaters are on a Time Clock, you can turn these on/off by adjusting the thermostat.

Kitchen: You are welcome to make Tea/Coffee without charge. Please return crockery to the cupboards after use. Hot water is available on demand.

Breakages: Please report any breakages to the Lettings Secretary.

Fire Precautions: The position of the fire exit and extinguishers, to be noted by the nominated responsible person. The Fire exit is to be kept clear at all times.

Noise: Excessive noise to be avoided, especially loud music (see licence above). Please bear in mind the close proximity of houses, especially when leaving after an evening event.

Smoking: smoking is not permitted on the premises or in the immediate vicinity of the premises.

Car Parking: There is **Minimal** parking available at the Church and Hall, the Old Manse owners have a right to park at all times.

Housekeeping: It is the Hirer's responsibility to ensure the premises are left in a clean and tidy condition and that all rubbish is removed. The hirer should provide tea towels, dish cloths, black bags etc. Please remove your rubbish, we have limited bin space.

Locking Up: the Hirer is responsible for ensuring that doors to the Hall are securely locked at the end of the letting, putting out all lights, checking the toilets, ensuring that no-one remains on the premises, and returning the key to the lettings secretary, **Richard Bignell. (01327) 844979** **27 Wright Road. NN6 7GG**

Ownership: The church retains control, possession and management of the Halls and the user has no right to exclude the church from the premises, the Church retains the right to suspend the hire for short periods due notice being given.

PLEASE KEEP FOR REFERENCE!