

Premises Hiring Agreement
between
St Helen's Church, Ore with St Barnabas ("the Church")
and



Name ("The Hirer")			
Phone Number (Landline/Mobile)			
Email Address			
Address			
Purpose of Hire:			
Date Required:			
Time required: (Remember to include preparation and clean-up time)		TO	
Number of people:			

Premises required (please tick)		
St Helen's Church	St Helen's Church Hall	St Barnabas Church
Other requirements:		

Price per hour	Number of hours	Total (£)

DECLARATION & GDPR:

I have read and agree to abide by the conditions set out in the Parish of St Helen, Ore with St Barnabas Lettings Policy. I also understand that in accordance with the General Data Protection Regulations a record of the details on this form will be kept on a database for use by the Church only in relation to the hire of premises. A copy of our privacy notice is displayed in all church buildings on our website www.sthelens-ore.org.uk or available on request from the Parish Administrator. If you are happy to be contacted by the church regarding general church events/services, please tick this box

Signed: _____ Date: _____
Hirer

Signed: _____ Date: _____
Parish Administrator – for and on behalf of St Helen's Parochial Church Council

Please return one signed copy of this agreement to Mrs Lois Parks, Parish Administrator, 311 The Ridge, Hastings, TN34 2RA or by email to sthelenoffice@gmail.com. Once the completed form is received an invoice will be sent out for the hire fee which will need to be paid immediately in order to secure the booking. The hire fee may be paid by cheque made payable to 'St Helen's PCC' or by BACS to the bank details provided on the invoice. Please tick the relevant box to indicate which payment method you will be using: Cash Cheque BACS

For office use only	Amount (£)	Date	Signed
Keys Issued		Keys Returned	

Premises Hiring Agreement – Additional Information

Booking:

Contact the Parish Administrator, Lois Parks, to make a booking:

Phone: 01424 754290; email: sthelensoffice@gmail.com In person: 311 The Ridge, Hastings, TN34 2RA (office opening hours: Monday, Wednesday and Thursday 9am until 12.30pm)

Any bookings made will be provisional until a completed Premises Hiring Agreement is completed, signed and payment is received to secure the booking.

No keys will be issued until payment in full is received and the Parochial Church Council reserves the right to cancel the hire at short notice if the hire fee is not paid in full in accordance with this requirement.

Any cancellation by the Hirer must be made in writing to the Parish Administrator. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given, the Hirer shall forfeit 20% of the hire fee.

Hire Rates (2019):

	General Hire	Regular daily/weekly/monthly hire	Private hire by Church Members
St Helen's Hall (max 90)	£17.50 per hour	£15.50 per hour	20% off General Hire Rates
St Barnabas Church (max 50 people)	£10.50 per hour	£9.50 per hour	
St Helen's Church (max 160 people)	On application	N/a	

Hall Facilities & Equipment

St Helen's Hall & Kitchen: 10 long folding tables & 8 half size tables
90 Chairs
Hot water heater
Fridge
Industrial Dishwasher
2 Electric Ovens & 4 gas burners
Kettle
Microwave
Crockery & Cutlery (upon request)
Portable screen (upon request)

St Barnabas Church & Kitchen: 8 long tables
8 half size tables (upon request)
50 chairs
Kettle
Small fridge
Crockery & Cutlery (upon request)
Portable screen (upon request)

A full copy of the Lettings Policy (conditions of hire) can be obtained from the Parish Office (sthelensoffice@gmail.com) or the Church website – www.sthelens-ore.org.uk, however we would like to draw your attention to the following:

The Hirer is specifically responsible for:

- Good order and care of the premises whilst they are using them
- Leaving the premises in a clean and tidy condition after use
- Notifying any damages, breakages and any losses to the Parish Administrator (these will be charged to hirer)
- Providing own tea towels and taking away own rubbish
- Maintaining appropriate noise levels and behaviour in the building and the immediate area. Discotheque or Live music will not be permitted without prior agreement with the Parish Administrator
- Turning off all lights and heating where applicable after use; locking the premises, including the fire exits, and returning the key to the Parish Office in the envelope provided

Please note:

- **Alcohol cannot be brought onto the premises without prior arrangement with the Parish Administrator, and alcohol cannot be sold on the premises under any circumstance.**
- **No smoking, or use of drugs or any illegal substances including solvents and aerosols will be allowed on the premises**
- We will not normally hire out the premises for any parties which will involve groups of teenagers or young adults between the ages of 14 – 21.
- The hirer must be present at all times during the hire period and must bear financial responsibility for any damages resulting from misbehaviour.
- **It is advisable that hirers have their own public liability insurance in the event of a claim for negligence, being brought against them**

Fire Precautions:

- Hirers should familiarise themselves with fire exits and firefighting equipment.
- All exits must remain unlocked whilst the premises are in use.
- In the event of an emergency please evacuate the premises immediately and call the emergency services.

First Aid Equipment

- Hirers are responsible for administering first aid.
- First Aid boxes are located as follows:
 - St Helen's Church – On the window ledge by the main entrance.
 - St Helen's Church Hall – In the cupboard above the oven marked with a green cross sticker.
 - St Barnabas Church – In the back right hand side cupboard

Child Protection Policy

Where children are under 18 the following applies:

- Hirers must have in mind the provisions of the Children's Act at any event involving children.
- Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults in accordance with the Children's Act.
- Hirers should be aware of the Parish of St Helen, Ore's 'Policy on the Safeguarding of Children' and 'Policy on the Safeguarding of Adults', both of which are displayed in all the premises.