

St Theodore's Parish Centre Hire Agreement and Booking Form

Date of Hire:-----

Time From:----- Time to:-----

Nature of event:-----

Number of people: (maximum 60)-----

Name of Hirer:-----

Organisation: (*where applicable*)-----

Address:-----

----- Postcode:-----

Contact phone numbers:-----

Current Hire Charges			
Hourly Charge	£15 per hour Mon-Fri £20 per hour Sat-Sun	Hours x £15 Hours x £20	£ £
Use of Kitchen	£20		£
Damages Deposit *	£150 (see note below)		£ <u>150.00</u>
		Total Payable	£
Booking Deposit	To accompany this form – non-returnable	Less Booking Deposit	£ <u>10.00</u>
Balance to be paid by: (14 days prior to hire date)			£ <u><u>.00</u></u>

* **A returnable Damages Deposit of £150 is required for all bookings.** This may be forfeited if the Parish Centre is not vacated promptly at the end of the hire period. Breakages will be charged at cost of replacement. A cleaning charge of up to £50 will be made if the Parish Centre is not left in good order as set out under **Conditions of Letting** (overleaf).

- I/we undertake to pay the above charges, take proper care of the Parish Centre and leave it clean, tidy and in good order.
- I/we further undertake to comply with the **Conditions of Letting** printed overleaf, which I/we have read and understood.

Signed:----- Date:-----

Position in Organisation:-----
(*where applicable*)

Please return this completed form by
together with the non-returnable Booking Deposit, to the Lettings Secretary:-
Kathleen Wren, 37 Manor Gardens, Hampton, TW12 2TX Tel: 020 8941 0444

Conditions of Letting

1. The completed application form to be returned to the Lettings Secretary, together with the Booking Deposit. Cheques made payable to St. Theodore's.
 2. A Damages Deposit of £150 is required for all bookings. This may be forfeited if the Parish Centre is not vacated promptly at the end of the hire period. Breakages will be charged at cost of replacement. A cleaning charge of up to £50 will be made if the Parish Centre is not left in good order.
 3. At the end of the hire period, the Hirer must ensure that all their equipment is removed from the premises. **ALL LITTER MUST BE BAGGED AND TAKEN AWAY FOR DISPOSAL.** Failure to remove rubbish will result in a £10 charge being deducted from your deposit. The Parish Centre must be left in a clean and presentable condition with the tables and chairs put away.
 4. In the interests of local residents, music must be kept at a reasonable level and users must leave the Parish Centre quietly at the end of the hire period. The Parish Centre must be vacated by 11pm at the latest. The Hirer agrees to keep control over the users of the Parish Centre during the hire period.
 5. The Parish Centre must be vacated promptly at the end of the hire period.
 6. The number of people in the Parish Centre must not exceed 60.
 7. The Parish Centre is not licensed for public performances nor for the sale of alcohol.
 8. Where the Parish Centre is let for a block or series booking, the lessor reserves the right, with prior notice, to cancel or change the booking if the accommodation is required for a booking of major importance to St. Theodore's Church or the community. In this event the full booking fee will be refunded, but the lessor will not be liable to pay any compensation to any person in respect of any cancellation.
- Damage, loss, etc to Lessor's Property:**
9. The cost of repair and making good any damage to the furniture, fittings, apparatus or equipment caused during the period of the hire must be paid for by the hirer and may be taken from the deposit.
- Damage, loss, etc. to Hirer's Property:**
10. The lessor accepts no responsibility for the loss or damage in any respect of articles or items brought into the hall by the hirer or any other person.
- Indemnity against injury or damage to persons:**
11. The hirer shall indemnify the lessor against all claims, demands, actions or proceedings in respect of the default or injury, howsoever or by whomsoever caused by or to any person which shall occur while such a person is in or upon any part of accommodation or grounds thereto or consequential loss or injury arising therefrom.
 12. Hirers must be sure to take out their own indemnity insurance.
 13. Hirers undertake to ensure that those present abide by the above conditions.
 14. If the Parish Centre is let for a group of children or young people to undertake any physical and/or skills training, the ratio of teachers/adults to students must conform to current legislation.

I have read the Conditions of Letting above and agreed to abide by them.

Signed:----- Date:-----