



ST. GEORGE'S PARISH HALL
Church Lane, New Mills

RENTAL AGREEMENT

Name of Responsible Person: _____

Name of Organisation: *(if applicable)* _____

Date of booking or commencement of rental: _____

Please read the agreement, complete the form on the back page and return the form to:

The Parish Hall Manager
The Parish Office,
Church Lane,
New Mills,
High Peak,
SK22 4NP

**We must receive all completed forms at least 2 weeks prior to
your booking/rental commencing.**

TERMS & CONDITIONS

PLEASE READ THIS DOCUMENT CAREFULLY

This rental agreement is made by and between the **Parochial Council of St George's Church (PCC)** and:

(Name) _____
(Hereinafter called *The Renting Party*).

The PCC and The Renting Party collectively may be referred to as the "Parties". The PCC have delegated management of the Hall to a Parish Hall Manager and Assistant Parish Hall Manager (*The Management*).

(1) FACILITIES:

During the term of the Rental Period, defined below, The Renting Party may have exclusive use of the Parish Hall (Hall) situated on Church Lane, New Mills. During the term of the Rental Period, The Renting Party may also have access to and use of the kitchen located in the Hall subject to terms and conditions of paragraph (9).

(2) RENTAL PERIOD:

The renting party shall have the use of the Hall on: _____, between the hours of: _____ and _____ (*The Rental Period*).

The Rental Period must include any set up and clearing away time for the Renting Party's event.

Notwithstanding the length of the Rental Period, any music (*e.g. disc jockeys, live bands etc.*) must promptly cease at 11.30pm. Excessive noise from the Renting Party's event is not permitted. It is the sole responsibility of the Renting Party to control the sound level of its event, including, but not limited to, sound from music, audio/visual systems and guests of the Renting Party. Failure to control the noise level may result in the early closing of the Renting Party's event, and there will be no refund of any rental charge.

The Parish Hall is a designated **Emergency Refuge Centre** therefore the Parish Hall Management Team reserve the right to use the hall at short notice if required.

Please be aware that the Parish Hall is also a designate **Election Polling Station** and therefore the hall may not be available to the Renting Parties, sufficient notice will be given to involved renting parties should the hall be needed. The PCC reserve the right to use the hall for worship, fundraising events and meetings. Notification of at least 4 weeks will be given to the Renting Party should the PCC require the use of the hall.

(3) RENTAL CHARGE:

The charge for the Rental Period shall be £_____ per hour. In addition to the rental charge, the Renting Party shall pay an additional charge of £_____ as a Security Deposit upon the signing of this agreement to rent the Hall and cover any damage or loss that may occur to the Hall and its immediate surroundings. Both these charges will be payable at least two weeks prior to the Rental Period. Only after the Management has determined that the Hall, its contents, the building and grounds are free of damage arising from or related to the Renting Party's rental of the Hall will this, or a part of this, be refunded. Upon demand from the PCC the Renting Party shall immediately pay the PCC the cost to repair any damage in excess of the Security Deposit.

Renting Parties are required to give at least 1 months' notice of any periods that you do not wish to use the hall (i.e. Half Term / Summer Holiday) so that the hall can be used by other potential hirers and that the heating can be timed not to come on.

Failing to inform the Parish Hall Management will result in the full rental charge to paid at the agreed hourly rate.

(4) MAXIMUM CAPACITY:

No more than one hundred and twenty (120) persons shall be permitted in the Hall at any one time.

A guide to seating capacity:

Seated Rows only - **120 people**
Tables & Chairs (Cabaret Style Seating) – **96 people**

(5) DECORATIONS:

The only decorations permitted in the hall are those which may be placed on the floor or on the tables.

Nothing (*including signs and posters*) is to be pinned or stuck on to walls, doors or ceiling. No candles or open flames are permitted inside the Hall at any time.

(6) NOISE:

Notwithstanding the length of the rental period, any music (e.g., disc jockeys, live bands etc.) must promptly cease at 11.30pm. Excessive noise from the Renting Party's events is not permitted. It is the sole responsibility of the Rental Party to control the sound level of the event, including, but not limited to, sound from music, audio/visual systems and guests of the Renting Party. Failure to control the noise level may result in the closing of the Renting Party's event.

(7) RENTAL CHAIRS, TABLES AND OTHER EQUIPMENT:

Prior to the Rental Period, the Management must approve the Renting Party's use of any chairs, tables or other equipment other than those already in the Hall. The Renting Party must remove any such additional chairs, tables or other equipment at the end of the Rental period.

(8) HALL WASTE

The Renting Party will remove all boxes, food and general rubbish from the Hall and the surrounding grounds at the end of the Rental Period.

WHEELIE BINS:

ONLY the **Green** and **Brown** Wheelie bins may be used but please ensure the correct type of waste is placed in the designated bin

BROWN BIN: Paper, cardboard, cans, clean plastic containers. Any glass, bottles or broken glass must be removed from site and not placed in any of the bins.

GREEN BIN: Compostable waste – This must be placed in a green, bio-degradable bag first.

BLACK BIN WASTE: (Land fill) must be placed in a black bin liner and removed from site at the end of your rental period.

(9) USE OF HALL KITCHEN:

If the Renting Party uses the Hall Kitchen, it shall:

- (a) Clean all counters and work surfaces in the Hall Kitchen.
- (b) Sweep/mop the Hall Kitchen floor
- (c) Turn off all appliances at the end of the Rental Period.
- (d) Remove all dishes, glasses, silverware, linens and other material equipment brought by the Renting party at the end of the Rental period.
- (e) Not use any pots, pans or any other cooking utensils, or any equipment or material stored in the Hall Kitchen cabinets without prior approval from the Management.
- (f) The Kitchen **MUST NOT** be used to prepare fresh food unless the Renting Party has the correct Food Hygiene Certificate. A copy of this licence or certificate, if applicable, shall be attached to this agreement for the Parish Hall Managements records.

PLEASE NOTE: Children are not permitted in to the kitchen area for health and safety reasons.

(10) STORAGE

Items from your organisation are not permitted to be stored in the hall premises unless written consent has been given from the Parish Hall Management. If permission is granted, then the renting party will be limited to ONE storage cupboard space. The management team reserve the right to request that equipment is removed from the hall premises immediately.

Anything stored in the parish hall is done so at the hirer's own risk and must be covered under the hirer's own insurance. The PCC will not be held responsible for any damage or loss occurred to hirer's items stored within the parish hall and its boundary's.

(11) ACTS BEYOND THE PCC's CONTROL:

In the event of the Hall or any part thereof is damaged or destroyed by fire or any other cause, or if any casualty or unforeseen occurrence shall render the PCC's fulfilment of this agreement impossible, then this Agreement shall terminate and the PCC shall pay the Renting Party the Rental Charge and the security deposit. The return of the Rental Charge and the security deposit shall be the Renting Party's sole and exclusive remedy for the termination of this agreement and the Renting Party hereby expressly waives any claims for damages or compensation arising from or related to the termination of this Agreement under this paragraph.

(12) SMOKING AND ILLEGAL SUBSTANCES:

There is a strict "No Smoking" policy anywhere inside the Hall or within its boundaries. This includes the parish hall forecourt.

The use and dealing of illegal substances are strictly prohibited within the parish hall and boundaries. Any evidence of illegal substances being used will be reported to the police and hall booking terminated instantly.

(13) GENERAL HOUSEKEEPING:

The renting party are not permitted to:

- (a) allow any ball games within the inside of the hall premises.
- (b) use any of the stage facilities or equipment without prior consent of the Parish Hall Management team.
- (c) change any of the hall heating system settings.
- (d) remove any equipment or items from the hall that belong to the Parish Hall, St. George's Church or other hall users.
- (e) re-arrange storage areas which including cupboard positions.
- (f) use any chemicals that may cause harm to persons or the hall property.
- (g) store any flammable substances such as, camping gas, fire lighters, matches, fireworks within the hall premises.

The renting party are reminded that it is your responsibility to:

- (h) make sure that windows and doors are locked and bolted before leaving the hall premises.
- (i) to switch off all lights, toilet heaters and kitchen appliances before leaving the premises.
- (j) pick up any litter and place it into the bins that are provided around the hall.
- (k) lock away any items that you store within the hall premises, the Parish Hall Management will not be held responsible for any loss or damage incurred to the Renting Parties property that is stored within the Parish Hall premises.
- (l) all tables and chairs are stacked away tidily in their designates storage areas and that they are not obstructing Fire Exits Routes or Extinguishers.
- (m) report any damage that may have occurred during the time of your rental period.
- (n) ensure the hall keys are kept safe. The keys shall not be copied or given to any other person unless written consent has been given from the Parish Hall Management. There will be a **£10.00** charge for any keys that are lost.

(14) ACCESS TO PREMISES:

The PCC reserves for itself and its representatives' free access and the right to enter any portion of the Hall without prior notification.

(15) CANCELLATION:

In addition to any other remedy at law or equity, either Party may cancel this Agreement if the other party fails to comply with each and every term and condition of this Agreement.

In the event that the Renting Party either

- (a) breaches any term of this Agreement or
- (b) cancels, the Security Deposit shall be forfeited as liquidated damages.

(16) INDEMNITY:

The Renting Party shall indemnify, defend, and hold harmless the PCC against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests or invitees arising out of or related to the Renting Party's rental of the Hall.

(17) COMPLIANCE WITH LAWS:

The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purposes or permit others to use or occupy the Hall for any unlawful purpose.

(18) ALCOHOLIC BEVERAGES:

If the Renting party intends to serve alcohol at its event, it shall obtain any licenses or permits required under applicable laws and regulations to do so and provide the PCC with copies of such licenses or permits at least 7 days before the rental period.

No alcoholic beverages are to be consumed outside the Hall.

(19) MODIFICATION:

This Agreement may not be modified or amended except through an express written agreement signed by both parties.

(20) REQUIRED SIGNATURES:

This Agreement is not valid unless signed by a member of the Parish Hall Management

(21) HEALTH AND SAFETY:

It is the entire responsibility that all activities conducted within the confines covered by the rental agreement are correctly and suitably executed. Furthermore, it is the Renting Party's responsibility to ensure that all activities comply with the Renting Party's Health and Safety Policy and risk assessments. If so, required by the PCC the Renting Party shall produce upon demand the aforesaid Health and Safety Policy and Risk assessments for the Rental Period. The person responsible for the Health and Safety compliance within this document shall be notified to the PCC on the final page of the document Failure to disclose this information may result in the agreement being withdrawn.

(22) TERMINATION OF RENTAL AGREEMENT:

The Hiring Party and Parish Hall Management Team must give at least **1 months' notice** of cancellation of the hall rental. The cost of a full months hire plus deposit will be payable should the Renting Party wish to terminate their contract within less than the minimum month notice.

(23) DAMAGE TO HALL PROPERTY:

We appreciate that accidents happen from time to time. However, we do ask that hiring parties notify us in the first instance of any damage or breakages to Parish Hall property no matter how small or trivial. Notifying us as soon as possible will enable the Parish Hall Management to assess the damage to ensure the hall is safe for other users who may use the hall after you.

AGREEMENT DECLARATION

RENTING PARTY

I confirm that I have read and understood the terms and conditions set out in this document and I will ensure that all terms and conditions are adhered to for the duration of the agreement.

Name of Responsible Person: _____

Name of Organisation: *(if applicable)* _____

Address: _____

_____ Post Code: _____

Signed: _____ Date: _____

Position: *(if applicable)* _____

ON BEHALF OF ST. GEORGE'S PAROCHIAL CHURCH COUNCIL

Name of Authorised Person: _____

Signed: _____ Date: _____

Position: _____

PLEASE COMPLETE THIS FORM AND DETACH IT FROM THE AGREEMENT DOCUMENT AND PLEASE SEND THE FORM ONLY TO:

**The Parish Hall Manager
St. George's Parish Office
Church Lane,
New Mills,
HIGH PEAK,
SK22 4NP**

Please keep the Agreement Document for your reference.