

St. George's Parish Church

-New Mills-



CHURCH HALL HIRE / RENTAL AGREEMENT

Please complete in BLOCK CAPITALS

Name of Responsible Person: _____

Name of Organisation: *(if applicable)* _____

Date of booking or commencement of rental: _____

Please read this agreement and keep it for your own records.

The Parish Hall Management Team

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

Or email to: parishhall@newmillschurch.co.uk

We must have received all your completed booking forms and deposit 2 weeks prior to your booking or rental commencement.

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:

(Your Name/Organisation) _____
(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, Assistant Parish Hall Manager and Management Team (*The Management*).

1) FACILITIES:

During the term of the Rental Period, defined below, The Renting Party may have exclusive use of the Parish Hall (Main Hall) situated on Church Lane, New Mills.

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.

The hall should not be used for any activity that is in conflict with the purposes, doctrines or beliefs of the church.

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 and must vacate the hall immediately by the end time of the booking.

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.

This Hire agreement runs from **January to December**. All hirers are required to sign a new rental agreement annually. It is the hirer's responsibility to rebook their sessions with the Parish Hall Management annually before December of the closing rental period. Should the hirer not notify the Parish Hall Management of their intentions to book the hall for the next year, your original session slot may be offered to another renting party.

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. Deposit 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, and are in a clean and tidy condition will the security deposit 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.

The hirer agrees to pay their monthly rental on receipt of the invoice issued. This must be paid before or on the due date given on the hire rental invoice. Hire charge for single hire use is due within 7 days of invoice.

The hourly rental charge will be reviewed annually. Four weeks notice of any changes to the hourly rental charge will be given.

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 (**100**) persons shall be permitted in the Hall at any one time

A guide to seating capacity:

Seated Rows only - **100 people**

Tables & Chairs (Cabaret Style Seating) – **80 people**

5) 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.

6) ACCESS TO PREMISES:

The entrance keysafe code will be given to the group leader. Under no circumstances should this code be shared with any other of renting party members or published publicly. The key code will be changed throughout the year and the group leader will be notified of this new code.

Hirers must only access the hall within the times booked and are not permitted to enter the premises outside of their booked session times unless the Parish Hall Management has given prior permission.

Any member of the Parish Hall Management Team may enter the hall to inspect the premises without prior notice.

7) 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.

8) MODIFICATION:

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

9) REQUIRED SIGNATURES:

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

10) 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.

11) ALCOHOLIC BEVERAGES:

Hirers wishing to serve alcohol must email our Licensee on: licensee@newmillschurch.co.uk
Applications to serve alcohol will be reviewed on an individual basis.

No alcoholic beverages are to be consumed outside the Hall.

13) 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. The Renting Party shall provide copies of their Health and Safety Policy and Risk assessments for the Rental Period when returning this agreement. The Rental Party are responsible for carrying out regular reviews and updates to these documents and providing copies to the Parish Hall Manager. 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 this agreement being withdrawn.

14) SAFEGUARDING

Groups and organisations should abide by their own safeguarding child and adults policies which are up to date and meet the needs of the group. In the event the group does not have their own policy it may be appropriate for them to work in line with that of the church from which they are hiring the premises. However, it is important that the policy meets the needs of the group.

The Hiring Party must complete and return the **Safeguarding Agreement** which accompanies this Hiring Agreement, along with a copy of the **Hiring Organisations Safeguarding Policy** when returning this agreement.

15) 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.

16) 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.

17) 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.

18) USE OF HALL KITCHEN:

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

- a. Clean all counters, work surfaces and the oven 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 license or certificate, if applicable, shall be attached to this agreement for the Parish Hall Managements records.
- G. Children must not enter the kitchen; Please ensure that only those who are preparing food enter the kitchen to minimise health and safety risks.

19) 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.

The storage areas are shared by other hall hirers. Please put things away tidily and with consideration for other users.

20) SHEDS

The request to have shed storage must be made in writing. No sheds are to be built without permission from the Parish Hall Management Team.

21) SMOKING, VAPING 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 the hall booking will be terminated instantly.

22) GENERAL HOUSEKEEPING:

The renting party are **not** permitted to:

- a. allow any ball games within the inside of the hall premises.
- b. change any of the hall heating system settings.
- c. Interfere with or remove any equipment or items from the hall that belong to the Parish Hall, St. George's Church or other hall users.
- d. re-arrange storage areas which including cupboard positions.
- e. use any chemicals that may cause harm to persons or the hall property.
- f. use or store any flammable substances such as, camping gas, fire lighters, matches, fireworks within the hall premises or grounds – this includes the field adjacent to the hall.

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

- g. make sure that windows and doors are locked and bolted before leaving the hall premises.
- h. to switch off all lights, toilet heaters and kitchen appliances before leaving the premises.
- i. pick up any litter and place it into the bins that are provided around the hall.
- j. 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.
- k. all tables and chairs are stacked away tidily in their designates storage areas and that they are not obstructing Fire Exits Routes or Extinguishers.
- l. report any damage that may have occurred during the time of your rental period.
- m. 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.

**PLEASE KEEP THIS DOCUMENT
FOR YOUR RECORDS.**

**PLEASE DO NOT HAND IT BACK TO
THE PARISH HALL MANAGEMENT.**