

St Philip's Church Hall
Taddington Road, Chaddesden DE21 4JU
Hire Agreement with Terms & Conditions

Name of Hirer:

Address:

.....

Tel. No:

Mobile No:

Email address:

Date(s) and time of start and end of hire:

Please write day of week to ensure no confusion:

Purpose of function:

Will alcohol be provided at your event?

If yes, you are not allowed to provide alcohol to anyone under the age of 18.

Will alcohol be sold at your event?

If yes, please make sure you have an Event Licence as the Church Hall is not licensed to sell alcohol. Please make sure the licence is clearly displayed at your event.

Will there be music at your event?

Will there be a bouncy castle at your event?

Charge: £

Deposit: £

Deposit is payable at the time of booking and is refundable, subject to terms and conditions of hire. (Please make the Hire Charge and Deposit separate payments).

Cheques to be made to "St Philips PCC".

I the undersigned have read and understand the terms and conditions of hire and the health and safety policy and agree to be bound by them.

Signature of Hirer:

Date:

Signature of Booking Secretary:

Date:

Complete, sign and return this page of the agreement to
the Booking Secretary to confirm your reservation.

Please retain this for your information.

Please note your attention is drawn to the following:

1. KEY HOLDER AND BOOKING SECRETARY: To arrange access to the Hall or in case of a query or emergency please contact:
The Revd Romita Shrisunder on 01332 660072.
Mrs Patricia Riley on 01332 609569.
2. Please let us know if you require assistance using the Hall.
3. Keys obtained from the Booking Secretary must be returned immediately following the hire period.
4. Maximum number of persons allowed in the Church Hall at any time (including event organizers) must not exceed 80 sitting, standing or dancing.
5. Note. Hirers of St Philip's Church Hall, who do so for commercial events, are required to provide their own insurance cover against public liability risks. Evidence of such must be provided to the Booking Secretary.
6. St Philip's Church Hall was built, renovated, refurbished and is maintained by the hard work and generous support of many volunteers and funders. Please respect our many efforts by making sure the Hall and equipment are left in good condition.
7. Bouncy Castles: The Hall insurance does not cover Hirers for bouncy castle use. You must check that your own insurance covers your event. Hirer must ensure the bouncy castle is:
 - a. The floor of the church hall is protected or else you will be responsible to pay the cost of the damage.
 - b. Supervised by a responsible hirer's employee/person at all times.
 - c. Not to be used by children under 2 years old.
 - d. Restricted to use by age group (e.g. groups 2 to 5yrs, 6 to 12 yrs. and over 12).
8. The rest of the Terms and Conditions and Health & Safety documents can be found on our website and a copy of it is found in the Church Hall.

Please ensure:

- 1. Floors are swept/vacuumed/mopped if needed.**
- 2. Toilets and kitchen are left clean & tidy.**
- 3. All rubbish is removed and put in the large bins outside.**
- 4. Please ensure that recycling is placed in the large blue bin.**
- 5. Heating and lights are turned off.**
- 6. All the doors and windows are shut.**
- 7. Please leave the Hall as you would expect to find it.**

If for any reason you are unable to observe the above suggestions, we reserve the right to retain the deposit.

Many thanks,
St Philips Parochial Church Council
St Philips Church, Chaddesden, Derby DE21 4JU
Tel: 01332 660072
Email: vicar@stphilipschaddesden.co.uk
Website: <http://www.stphilipschaddesden.co.uk/>

Signature of Hirer:

Signature of the Booking Secretary: