

BRIDPORT UNITED CHURCH

Please read the attached conditions of hire and then complete Section A, sending it to the Church Lettings Coordinator who may confirm the booking by completing and returning Section B

Section A: Application to Hire Church Premises

This Application is made by/on behalf of ('the Hirer'): (please specify the Hirer's name.)

To use: (please specify the rooms and facilities required.) **('the Premises')**

On the following date(s)/day(s)/times(s): (for example: this can be for specific dates or for a specific time each week / month, and (with the Owners' consent) can allow for future dates to be separately agreed by email.)

'End Date': (no more than 13 months from the first use.)

For the following event/purpose ('the Purpose'):

a) Title/type of event/purpose:

b) Anticipated content/activities:

Food / drink (No / Yes, please detail):

c) Maximum number of persons anticipated to use the Premises on each hire (NB max for main hall = 100):

d) How many users will be children:

Main Hall	Inner Hall	Upper Room	Church
(delete as applicable)			

The applicant Hirer acknowledges that:

- 1 This Application is made subject to the Conditions of Hiring Church Premises ('the Conditions') [and the 'Rules and Regulations'] which have been read, understood and accepted by the Hirer and will be observed by the Hirer and all those persons using the Premises pursuant to this Application, but in the event of any discrepancy between the Conditions and the information in this Application, the provisions of this Application shall prevail.
- 2 The Hirer has read, understood and agrees to follow the Owners' Evacuation and Fire Emergency Plan, and specifically agrees to appoint a Responsible Person for fire safety when using the Premises.
- 3 The Hirer has read, understood and agrees to discharge all safeguarding responsibilities set out in Conditions 20 to 25 and specifically agrees that the responsibility for implementing, maintaining and adhering to all legislation and best practice in connection with safeguarding, supervision and safety associated with the Hirer's activities on the Premises lies solely with the Hirer.

- 4 This Hiring Agreement is not intended to confer exclusive possession on the Hirer and that accordingly no tenancy of the Premises is intended to be created. The Premises remain under the control of the Owners who reserve the right to enter the hired space at any time and for any reason. Where any temporary storage facilities are provided under this Application this is not on an exclusive basis and the Owners reserve the right to relocate any stored goods at any time and for any reason.

PLEASE ENSURE YOU READ THE FULL TERMS AND CONDITIONS FOR HIRING BEFORE SIGNING AND SENDING THE FORM.

Signature of applicant Hirer:

Date:

Position in group / organisation on whose behalf this application is made, if applicable:

Full address including postcode:

Telephone Number(s) (day) and (evening):

Email address:

Section B: Booking Confirmation

Subject to complying with the terms of the Booking Confirmation as detailed below, the Owners confirm that your application has been accepted as confirmed below.

Hire Charge(s):

Terms of payment: (including the due dates and acceptable methods of payment)

[Security Deposit]

Payments

Online payments should be credited to:

Account Name:

Sort Code:

Account Number:

Quoting:

Notice Period: (for example: 7 days.)

Signature of Owners' Agent:

Date:

Hirer:
Owners:

