

ST. MARYS PARISH CENTRE

APPLICATION FOR HIRE OF PREMISES

PLEASE READ CAREFULLY. YOU MUST ACT UPON ALL TERMS STATED

I ----- the undersigned. Representing -----

In consideration of the grant by the Parochial Church Council of the Church of St. Mary the Virgin, Dover, to me of a licence to use the **St Mary's Parish Centre**

Large Hall Small hall kitchen (highlight area being hired)

Only rooms hired may be used.

For the purpose of a ----- for ----- persons on

Date: / /20 Time, from: am/pm to am/pm (min hire of 3 hours)

I HEREBY UNDERTAKE AND AGREE TO THE CONDITIONS OF HIRE STATED BELOW:

CONDITIONS OF HIRE

1. That the premises shall not be used for any other purpose other than that mentioned above, nor in any manner inconsistent with the conditions of this grant of permission to use the said premises.
2. That no activities shall at any time be permitted which in the opinion of the Parochial Church Council are unsuitable for a Church building as to which the decision of the Parochial Church Council shall be binding.
3. That there be no musical, theatrical or cinematograph performance without the prior agreement of the Parochial Church Council and without all necessary measures having been taken to fulfil the relevant licence conditions. The Hirer agrees all loud music cease by 10.15pm and low background music by 10.30. Events are to cease by 11pm and premises secured while cleaning is in process.
4. That no intoxicating liquor shall be sold for consumption on or off the premises without the prior agreement of the Parochial Church Council and without all necessary measures having been taken to fulfil the current relevant licence conditions. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
5. That the Hirer is responsible for ensuring that appropriate **PUBLIC LIABILITY INSURANCES** are obtained for the event. Written evidence of this will be asked for at the time of booking. The Hirer also acknowledges that the loss or damage of any items left unattended is not covered by the Parochial Church Council insurance cover.

6. In the event that the hiring involves the attendance of children and young persons under the age of 18 or Vulnerable Adults at the premises, the Hirer confirms that there will be in place appropriate **CHILD AND/OR ADULT PROTECTION PROCEDURES**. The Hirer agrees to ensure that all adults present on the premises are aware of these Procedures and abide by them. The Hirer confirms that, when necessary under the terms of Child and/or Adult Protection Procedures, appropriate Criminal Records checks from the Disclosure and Barring Service will be carried out in respect of persons involved with children, young people or vulnerable adults on the premises during the course of the hiring.
7. At the time of booking, the Hirer may be required to pay a **DEPOSIT OF £100** which shall be retained against the cost of any extra cleaning costs or rubbish removal, repair of any damage done to the property, fixtures, fittings and furniture which may occur during the period of the hiring as a result of the hiring. Provided the premises are left in good order and undamaged this deposit shall be refunded in full within 14 days of the event. Photographic evidence will be taken if premises have been left in an unacceptable condition.
8. Payment for the hire as agreed shall be made **ONE MONTH BEFORE** the date of the hiring unless otherwise agreed in advance with the Parish Centre Manager. If less than fourteen days notice is given by the Hirer to cancel the agreement then 100% of the hire fee is still payable and if the agreement is cancelled within one calendar month of the agreement date then 50% of the hire cost is payable.
9. The Parochial Church Council reserves the right to cancel this hiring without giving a reason.
10. The hirer and their designated emergency representative must ensure that they are conversant with the location of FIRE EXITS, FIRST AID EQUIPMENT AND LOCAL HOSPITAL. Such persons must also ensure that FIRE EXITS ARE KEPT CLEAR of obstructions throughout the hire period and must be able to ensure safe and orderly evacuation of the premises in the event of an emergency.
THE HIRER IS RESPONSIBLE FOR RINGING THE KENT FIRE & RESCUE SERVICE SHOULD THE NEED ARISE.
THE HIRER AGREES TO APPOINT A DESIGNATED PERSON FOR EACH OCCASION TO READ ALOUD TO THOSE GATHERED A PCC PRE-WORDED EMERGENCY NOTICE THAT WILL BE ISSUED TO YOU WHEN HIRING THE PREMISES
The PCC reserve the right to stop or delay any function where it is found that these requirements are not being met in full.
11. That the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed 120 (sitting) in the large hall and 45 (sitting) in the small hall.
12. There is no guarantee to the number of chairs, tables or any other item of furniture/utensils provided.
13. The main area of the large hall is equipped with a maple wood floor which is easily damaged. Any heavy equipment must therefore be assembled on the stage or upon protective materials previously agreed with the Parish Centre Manager in order to protect the wooden flooring.

14. **SOFT BALLS ONLY** may be used in the main hall.
15. Even if the Hirer has a regular booking for the hire of the premises the Parochial Church Council reserves the right to renew, vary or cancel any such arrangements. This right will not be unreasonably enforced.
16. The Hirer shall allow any duly appointed authorised officer of the Parochial Church Council access to the premises or any part thereof at all times during the hiring.
17. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
18. The Hirer shall not interfere in any way with the electricity or gas fittings, meter fittings or fixtures on the premises.
19. Hire of the Parish Centre does **NOT** include use of the parking bay.
20. **AT THE END OF THE HIRE** The Hirer shall be responsible for the cleanliness of the area hired and ensure a physical security check of the whole building and all areas searched before vacating and locking the building.

FINALLY

**ALL REFUSE CREATED DURING THE HIRE PERIOD
MUST BE REMOVED FROM THE PREMISES ON THE SAME DAY BY THE HIRER**

Premises Licence LN/000001043 by Dover District Council.

I have read and I agree to abide by the above conditions for the hire of St Marys Parish Centre

Signed: On behalf of :.....

Your contact address.....

Telephone Number; E.Mail.....

Confirmed on behalf of the PCC of St Marys..... Date