



St Andrew's Hub: HIRE AGREEMENT

The hirer should ensure that they have read and understood the attached St Andrew's Hub Letting Policy & Hire Charges, BEFORE filling in the details below.

Name of hirer (Individual).....

Name of organisation (if applicable).....

Organisation's authorised representative.....

Address

Telephone (home).....(work).....

E mail address.....

(Person signing must be 18 years of age or above).

Purpose of hiring.....

Commercial / Individual / Community Use (Please delete as necessary)

Approximate number of people expected at the event(s).....

Occasional Users Only

I request the hire of St Andrew's Hub (Please delete as appropriate)

on.....(Date)

From..... Until.....

Length of time must allow for preparation and clearing up.

Hiring Fee (payable on booking).....

Regular Users Only

I request the hire of St Andrew's Hub (Please delete as appropriate) on the following dates:

.....

Times required.....

(Including preparation and clearing up)

Hiring Fee to be paid monthly in arrears.

Insurance:

Regular hirer and non church groups who use the rooms more than 3 times a year must take out their own Public Liability Insurance; this is a condition of our insurers. Proof of public liability insurance must be shown.

☐ I confirm that I have Public Liability Insurance

Signature of Hirer

Child Protection Policy:

All regular (more than 3 bookings a year) groups involving children (under 18) are asked to submit their Child Protection Policy to the Booking Officer at the time of booking and to ensure that the correct ratio of adult leaders to children is adhered to at all times. The hirer must ensure that all adults involved with children's groups must be Disclosure & Barring Service (DBS) checked. No adult may be left alone with children until they have DBS clearance.

☐ I confirm that all adults involved with children's groups are DBS checked and the correct ratio of adult leaders to children is adhered to

Signature of hirer

All cheques should be made payable to ALRESFORD PCC.

Alternatively, payment can be made through online banking to: -

Acc No: 20102318

Sort code: 202173

Account name: Alresford Parochial Church Council

I declare that I have read and understood the St Andrew's Hub Letting Policy & Hire Charges, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

..... Date.....
(Signed by the individual named overleaf)

The PCC agrees to permit the Hirer named overleaf to use the premises on the dates detailed, on the understanding that all the special conditions are adhered to at all times.

..... Date.....
(Signed on behalf of St Andrew's church)

Name: Meg Burdus

Address: 3 De Staunton Close, Alresford, Colchester, Essex, CO7 8AL

Telephone: 01206 820618

E mail: hubhire@tenpennyvillages.uk

Please return to the address above or email asap.