

HIRING AGREEMENT – SINGLE EVENT Users

1. Parties

1.1 Littleover Methodist Church, Constable Drive, Littleover, Derby DE23 6EP (LMC) Telephone 01332 365045

Email: office@lmclife.org.uk

1.2 “The Hirer” (Name of Organisation/Individual/Representative):.....

Address:

Telephone:..... Mobile:..... Email:

2. “Purpose of Hiring” (Activities):

3. Date(s) of Hire:

4. Booking Requirements:

Room		Arrival Time (including setting up)	Activity Time (if applicable)	Leaving time (including cleaning up)
For more info please contact the office on 01332 365045				
Lower Hall (approx 64 seated for meal)	£20/hour			
Sports Hall (badminton court size)	£20/hour			
Sanctuary (210 chairs)	£40/hour			
Upper Hall (slightly larger than Lower Hall)	£24/hour			
Room 1 (15 people seated theatre style)	£10/hour			
Room 2 (25 people seated theatre style)	£10/hour			
Room 3 (30 people seated theatre style)	£10/hour			
Room 4 (25 people seated theatre style)	£10/hour			
Café area	£15 /hour			
Kitchen for cooking	£12/hour			
Upper Kitchenette (drinks only)	£5/session			
Add Caretaking charge (weekends, some evenings or when premises is not occupied)	£10/hour			

5. “Additional Facilities” Required [Tick as appropriate]:

Facility	√	Facility	√
Car Parking		PA System (and/or loop)	
Kitchen (refreshments or cooking?)		Audio visual equipment	
Tables –(how many?) 12 available, possible 8 more by arrangement & would seat 8 for meals		Conference/Meeting charge - £20 (for setting up/clearing away)	
Chairs (how many?)		Flip chart, paper/pens etc. - £10	
For catering please contact church office.		Other	
Details: Meetings charge (for setting up/clearing away)			

6. “Hiring Fee”: £ (Cheques made payable to Littleover Methodist Church) Payable one month in advance of event or at time of booking if later, together with retainer (see below).

7. “Retainer”: £30.00 per room (payable by separate cheque at time of booking) See item 4 in Standard Conditions of Hire attached.

8. **Terms** - The Hirer agrees to observe and perform the terms and conditions contained or referred to in the attached Standard Conditions for Hire. LMC permits the Hirer to use that part or parts of the Premises, for the “Purpose of Hiring and for the times described above, subject to the Hiring Fee and Retainer (if required) being paid and the Standard Conditions for Hire being observed and performed and subject to LMC finding a caretaker for the time required. References in “....” are definitions.

Signatures:

LMC Representative(sign)

The Hirer/Representative:.....(sign)

Print Name: ...ANNIE WINKLER

Print Name:

Date:

Date:.....

STANDARD CONDITIONS FOR HIRE

1. **“The Premises”** means Littleover Methodist Church and church centre
2. **Acceptance of Conditions** - The use of the Premises is permitted only on the following conditions and completion of the Hiring Agreement shall constitute an acceptance of the conditions set out below.
3. **Use of Premises** - The Hirer shall use the Premises only for the Purpose of Hiring and not for any unlawful purpose.
4. **Payment of Retainer, Hire Fees and Additional Charges** - The Retainer, payable on signing the Hiring Agreement shall only be refundable to the Hirer in the event of LMC cancelling the booking and is to be held against the cost of damage or replacement of fittings where damage is caused during the Hiring. The Hirer shall pay the Hiring Fee and for any Additional Facilities in full before the Hiring. Failing receipt of any Hiring Fees, any provisional bookings shall be cancelled. If the event overruns the booked times you will be charged accordingly.
5. **Force Majeure** – LMC shall not be liable for any loss or damage caused by any interruption in or failure to provide any part of the Premises or Additional Facilities where such failure is due to causes beyond the control of LMC.
6. **Insurance Risks and Indemnity** - The Hirer shall in all respects comply with all conditions, which may be imposed by LMC’s insurers in respect of any special or additional risks involved in the Hiring. The Hirer shall indemnify LMC against all claims, demands, actions or proceedings, in respect of any damage to, or loss, theft or removal, of property in the Premises belonging to any person other than LMC and any loss or damage suffered or sustained by any person in consequence of the death or injury of any person (other than someone working for LMC while carrying out duties for LMC) howsoever or by whomsoever caused, which shall occur whilst such property or such person is in or upon the Premises or arise from any accident or occurrence which shall occur while such person is in, or on, any part of the Premises during the Hiring Period pursuant to the Hiring Agreement or in any other way in connection with the Hiring. The Hirer must have, if required by LMC, evidence of Third Party Public Liability Insurance to a minimum limit of Indemnity of £2 million and Employer’s Liability Insurance to a minimum limit of Indemnity of £5 million.

The Hirer shall indemnify and keep indemnified LMC from and against all actions, expenses, claims, damages and demands arising from, or in consequence of, the non observance or non performance of any of the Conditions For Hire by the Hirer or by any person being in the Premises, during the Hire Period or any act or omission by the Hirer or anyone acting for him.

7. **General Conditions** - The Hirer shall:
 - a. Not permit more than the maximum number of people, notified to him by LMC, to be in any room at any time. ***
 - b. **Leave the Premises in a clean and tidy condition, undamaged and free from rubbish and any items brought into the Premises (vacuum cleaner can be obtained from the person who let you in). Please bag your rubbish and take it home with you.** The church and café’s own rubbish is more than we have room for! Close all opened windows and turn off all gas appliances, electric heaters and lights, except for the emergency lighting.
 - c. Ensure that any electrical appliances brought by him into the Premises shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
 - d. Ensure that he is aware of the location and use of fire equipment in the Premises, the escape routes, methods of operating escape door fastenings, that all fire exits are unlocked and panic bolts in good working order, that all escape routes are free of obstruction and can be safely used and that any fire doors are not wedged open.
 - e. Be responsible for proper supervision, quiet and orderly conduct, protection of the Premises and contents from damage and that no nuisance is caused to other occupiers of the Premises or any adjoining premises.
 - f. Ensure no bolts, nails, tacks, screws, pins, hooks, strong adhesive or other such like objects are used in or on any part of the Premises and no decorations are put up near light fittings or heaters.
 - g. **Not allow smoking, the consumption of drugs, any other illegal substances or alcohol or gaming on the Premises.**
 - h. Not trade or allow trading to take place from the Premises during the Hire Period, unless agreed in writing by LMC.
 - i. Not permit posters, advertisements or notices to be displayed on the Premises without the consent of LMC.
 - j. Not sub-hire or assign to any third party the Premises.
 - k. **Adhere to the Methodist Church Safeguarding policy for children and vulnerable adults. Please ask for details.**
8. **Hiring Agreement** - This Hiring Agreement constitutes permission only to use the Premises or part of the Premises. The Hirer acknowledges that no tenancy is intended to be created between LMC and Hirer. LMC may, by notice to the Hirer, change the location of the room or rooms within the Premises and having notified the Hirer of the change, the Hiring Agreement shall relate to the new location for all the purposes of this Agreement.