28th July 07

THE CHURCH OF ST. MARY THE VIRGIN, HEMSBY

CONDITIONS OF HIRE OF THE BARN ROOM, HEMSBY
**PLEASE READ CONDITIONS THOROUGHLY**

1. I/We accept that all lettings and activities are at the discretion of the Vicar and/or the Churchwarden of the Church of St. Mary the Virgin, Hemsby.
2. The Barn Room shall not be let for any religious activities only with the permission of the PCC.
3. No smoking allowed anywhere in the Barn Room.
4. The hirer, who must be at least 18 years of age, must assume charge of the premises on their opening and be present throughout the period of hire. Temporarily he/she may nominate a responsible person to take charge, but the nominee must be at least 18 years old. Any damage must be reported at once to the Booking Agent.
5. Care of the premises. Please do nothing to damage walls or floors of the Barn Room in any way. You should leave the Hall as you find it, both inside and out. Please do not fix nails, drawing pins, sellotape etc to the walls, doors, windows or floor and help keep the decoration in a good state of repair. No alteration to the premises may be made without prior permission from the Barn Room Management Group. Please use electricity and hot water sparingly. A security deposit of £25.00 must be paid with the hire fee when usage is for weddings, parties and the like. In the event that any damage is caused or the Barn Room is left in an unclean state, the cost to put matters right will be taken from this security deposit and any additional amount will be the responsibility of the hirer. Please notify the Booking Agent at once of any damage during the hire period.
6. All heaters to be turned off. All main lights to be turned off leaving only emergency lights on.
7. Only the wall mounted heaters situated in the Barn Room are to be used. These are operated by a £2.00 coin meter situated in the cupboard on the road side of the Barn Room. No additional heating equipment is to be brought into or used in the Barn Room.
8. All stacking chairs to be placed at the end wall opposite the kitchen.
9. No ball games to be played in the building or in the car park.
10. Please consider the residents in the vicinity of the Barn Room and keep the music and noise at a level that will avoid disturbance and annoyance.
11. On leaving the premises please make sure that all lights, with the exception of emergency lighting, kettles, heaters, water, etc are turned off and windows are closed. Remove all rubbish, surplus food, bottles and jumble immediately. Please ensure that the premises are generally clean and tidy. You are responsible for locking all doors and closing all windows and making sure that the building is secure before returning the keys to the booking agent, unless other arrangements have been made with the Booking Agent.

ti2.Llasigisow

12 The Barn Room Management Group cannot accept liability for injury, loss or damage caused to the premises or the contents during the hire period. Private hirers are recommended to refer the matter to the insurers of their own private residences, who should be able to provide adequate cover, as hirers are responsible for any damage. It is also in their own interest to exercise vigilance against intruders and vandalism. In the event of the Barn Room or any part thereof being rendered unfit for the use for which it was hired the Barn Room Management Group shall not be liable to the hirer for any resulting loss or damage whatsoever. Hall fees, however, may be refunded at the discretion of the Barn Room Management Group. Disco and other electrical equipment must comply with current health and safety at work regulations.

13.That any letting conforms to Government guidelines on Child Protection where appropriate. 14. There is a first aid box in the kitchen, also an accident report form.

15.All breakages must be reported to Ruth Pearce or the Churchwarden.

1. All crockery/cutlery used to be washed, dried and put away. Bring a tea towel with you
2. That where appropriate, the correct insurance cover is in place for any activity that would normally require such an activity to be insured, in respect of those taking part and those supervising or instructing in it. Any additional public liability or liability which may attach to those letting the premises which may be required, is being provided.

18.That a risk assessment has been carried out for any activity that may be appropriate as a matter of best practice and is available for inspection.

1. The Barn Room is let per session and rental charges are subject to inflationary rises from time to time.
2. The above conditions are subject to amendment by the Vicar, Churchwarden or the PCC at any time.

21.The Barn Room hire sessions are made up of 4 hour sessions. Minimum hire is a 4 hour session.

1. Payments should be made to Ruth Pearce. If you wish to pay by BACS I can provide bank details.
2. Cheques should be made payable to Hemsby PCC.
3. The Barn Room must be vacated by 11 pm.
4. Failure to comply with these conditions or failure to sign the agreement form will result in the immediate cancellation of the hiring agreement.
5. Completed forms to be returned to the Hall Booking Agent one week before the date of the hire

**THE CHURCH OF ST. MARY THE VIRGIN, HEMSBY
THE BARN ROOM, HEMSBY
AGREEMENT TO RENT THE BARN ROOM, HEMSBY ON A SESSIONAL BASIS**

NAME OF ORGANISATION:

NAME OF HIRER: ……………………………………………………………………………………….

CONTACT ADDRESS…………………………………………………………………………………..

……………………………………………………………………………………………………………..

……………………………………………………………………………………………………………..

 CONTACT TELEPHONE NUMBER: ………………………………………………………………….

TYPE OF ACTIVITY........................................................................................................................

…………………………………………………………………………………………………………………

DATE OF HIRE/PERIOD: FROM TO…………………………………..

TIME OF HIRE FROM,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,TO…………………………………

DETAILS OF SUBSEQUENT SESSIONS WEEKLY MONTHLY (tick as appropriate)

ANY OTHER DETAILS:

* MINIMUM HIRE SESSION IS 4 HOURS (**FROM 1ST APRIL THE FEE WILL BE £10/HOUR)**
* FEE PAYABLE PER SESSION IS £20.00 AND IS PAYABLE 4 WEEKS IN ADVANCE
* A MINIMUM OF 7 DAYS NOTICE IS REQUIRED FOR CANCELLATION OF HIRE AGREEMENT IN ORDER FOR FEE TO BE REFUNDED

I AGREE TO THE TERMS AND CONDITIONS IN RESPECT OF THE HIRE OF THE BARN ROOM AS SET OUT ABOVE AND ON THE CONDITIONS OF HIRE DATED 28TH JULY 2007.

SIGNED.

CAPACITY:

DATE:

Completed forms to be returned to the Hall Booking Agent one week before the date of hire