



**Application for One Off Hire
St Mark's Church, Kempshott**



Hirer Information		
Group or Name		
Use of premises*		
Address		
Contact Details		
Phone Number	(Home/Work)	(Mobile)
Address:		
Details of Hire		
Room/s Required		Hourly Rent
Date of Booking		
Times of Booking		
Number of guests		
Number of vehicles		
<p>I have read and agree to abide by the conditions of hire as set out on the back of this document. I have received a copy for my records.</p> <p>Signed..... Date.....</p>		
For Parish Office Use		
Hire charge paid	£	
Booking confirmed	Signed On behalf of Parish of Basingstoke Down	
Date		

* Activities must be commensurate with those appropriate in a church building.

If there is any doubt as to whether a proposed activity is appropriate, the PCC authorises the Vicar or a Church Warden to decide whether to authorise the hire.

General Terms & Conditions of Hire

1. All activities are governed by Christian principles.
2. The person signing the application form shall be deemed to be “the Hirer”.
3. These conditions of hire shall apply in all cases. Hirers are requested to return a signed copy of these conditions with the application for hire indicating they have read, understood and will comply with the conditions. If a signed copy is not received by the Church, the initial signature agreeing to the hire will be taken to mean that the Hirer has agreed to all the hire conditions contained in this document.
4. The Hirer is responsible for the safety of their group or activity, especially children ensuring that numbers do not exceed safety levels. Good and appropriate behaviour is expected within and around the building during the hire period.
5. The rooms and facilities detailed above will be provided only for the use of the group during the timescale stated.
6. If keys are provided, they must be safeguarded at all times. The keys are not to be copied or handed to third parties. It is the Hirer’s responsibility to secure the premises at the end of the hire period, closing windows and doors and switching off all lights. The Hirer should advise the Parish Administrator of the contact details of the main key holders.
7. The premises are to be left in a tidy and orderly state with furniture stacked safely. All equipment is to be returned to its original position.
 - a. The facilities are shared with other users and groups linked to the Church. All users are responsible for cleaning at the end of their hire period and returning any furniture to its original position, sweeping/vacuuming carpets and emptying rubbish.
 - b. Users are encouraged to recycle as much of their rubbish as possible. Recycling bins are provided outside. Cleaning materials are available in the kitchen cupboard and the vacuum cleaner is stored in the flower room. All refuse is to be disposed of at the end of the period of hire. Replacement bin bags are available in the kitchen.
8. The Hirer will be liable for any damage to Church property (other than normal wear and tear) during the period of hire. Any damage will be charged on a replacement “new for old” basis.
9. The Hirer is responsible for ensuring that any equipment brought into the building is safe, in good working order and used correctly. Equipment remains the Hirer’s or operators’ responsibility. The Hirer or operator need to ensure they have adequate personal accident and public liability insurance.

10. Any property belonging to the Hirer, their guests or those attending the group or activity left on the Premises after the Hire will be disposed of after one month.
11. No copyright, dramatic or musical work shall be performed or sung without the licence or permission of the owner of the copyright.
12. No bolts, nails, tacks or screws shall be driven into any part of the building. Nothing is to be fixed to the walls.
13. Noise needs to be constrained to a reasonable level. The Hirer is to ensure guests leave the building and grounds giving every consideration to local residents at all times.
14. No alcohol is to be sold on the premises.
15. Fire restrictions must be strictly observed.

Everyone attending the hire event is to be made aware of the following.

In the event of fire:

- Operate the nearest alarm.
- Leave by the nearest available exit, closing doors behind you.
- Go to assembly point located at: Homesteads Road, junction with Coniston Road.
- DO NOT stop to collect anything.
- DO NOT leave the assembly point until authorised to do so.

16. Smoking is not allowed in any part of the building. Please note there is no telephone available in the building in the event of an emergency.
17. A first aid kit is located in the kitchen. Accidents should be recorded in the accident book located in the kitchen. Accidents of a serious nature should also be brought to the attention of the Parish Administrator within 24 hours of the accident or incident.
18. If the Hirer is using the kitchen for food preparation please ensure the regulations regarding food hygiene and handling are followed.
19. The right of entry to any part of the building is reserved to the Church Officers, any agent of them and any Police Officer at any time during the hire.
20. The Hirer accepts and agrees that no Lease is intended to be created by this Hire Agreement, and that the Hirer's use of the premises is non-exclusive and intermittent. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer. The Hirer shall not sub-let the premises.
21. Basingstoke Down PCC shall not be responsible for any loss or damage to:
 - a. The property of any person in or about the building.
 - b. Any loss, damage or injury which may be incurred or sustained by, or be done or happen to, any person or persons using the building or grounds during the hiring
 - c. Any loss due to any breakdown of machinery, failure of electricity, gas or water and support services
 - d. Any loss caused by leakage of gas or water, fire, government restrictions or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify Basingstoke Down PCC against any claim which may arise out of the hiring or which may be any persons resorting

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to the building or the grounds during the hiring in respect of any loss, damage or injury.

22. Whilst we hope you will enjoy the use of our Church, please note that the following areas are strictly out of bounds at all times;

- Stairs and balcony
- Finch room
- Vestry

23. The hire period must include setting up and clearing away time. The minimum period of hire is 2 hours. The rooms hired need to be vacated at the end of the hire.

24. The hire costs are to be paid in full to the Church Administrator 14 days prior to the hire. Bank transfer is the preferred means of payment.

25. Any cancellation of the booking requires 48 hours' notice and should be made in writing. The PCC (Parochial Church Council) reserves the right to charge the Hirer for the loss of revenue if such notice is not received within this time frame.

26. The PCC reserves the right to cancel the hire by written notice to the Hirer after reasonably considering that:

- a. such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
- b. unlawful or unsuitable activities will take place at the premises as a result of this hire, or
- c. the premises becoming unfit for the use intended by the Hirer or.
- d. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

The Hirer shall be entitled to a refund of any advance fees already paid but not used, but the PCC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

In the event that the Hirer gives notice to terminate this agreement, the PCC reserves the right to charge the Hirer for the loss of revenue if notice is not received within the specified time frame.

27. Hirers are responsible for arranging their own third-party liability insurance cover.

Hire Charges per hour:

Room/Equipment (non-refundable deposit £15)	Seating numbers	Reduced	Normal
Keble & Whitfield	45	£9.90	£14.20
Hood	10	£6.10	£9.15
Worship Area	200	£20.40	£30.60
Sumner Room	10	£6.00	£8.00
Additional equipment may be available to hire – please contact the Parish Office for details			
Minimum hire period of 2 hours Please book the entire period – including setting up and clearing away Hire Charges are to be paid in full before the hire contract can be confirmed. Payment by Bank Transfer is preferred.			

