

Hiring Agreement for St. Peter's Rooms

This agreement is made on _____ between The Parochial Church Council of St Peter's Wolvercote (**"The PCC"**) and the person(s) or group named below (**"The Hirer"**).

A. **The PCC** agrees to permit the **Hirer** to use the premises, or part of the premises as designated in section 3, for the purpose and period(s) specified below:

1. Purpose of hiring:

2. Period of hiring

Date:

Hours: From _____ to _____

3. Description of room/facilities to be hired:

Old School Room/Parish Room/Parish Room kitchen (Delete as applicable)

Hall Charges _____ hrs @ £_____ per hour plus kitchen hire@ £_____

Total: £ _____ (Cash or cheque made payable to St. Peter's Wolvercote)

Payable in advance or on key collection.

4. Deposits – see page 4 Item 12 for conditions.

Separate cheques made payable to St. Peter's Wolvercote, if appropriate.

4.1 Room hire deposit (refundable): £20 per room payable on booking.

4.2 Damage deposit: £50 per room payable on key collection.

Signed by PCC authorised representative: _____

B. The Hirer agrees to abide by the Conditions and Rules for the hire and accepts any liability for any damages which may occur to the building, flooring, furniture, equipment, fittings, etc.

Signed by Hirer: _____ **Date:** _____

Name:

Organisation (if applicable):

Address:

Telephone:

Email:

Health & Safety Guide

The "Hirer" acts as health and safety champion on the premises during the hire period. This includes: encouraging others to behave responsibly and report problems to you; and responding quickly if there are unsafe conditions. If people attending your event are not familiar with the building, explain the evacuation procedure.

FIRE SAFETY

Read the Fire Safety Notices displayed in the Parish Room kitchen, lobby and Old School Room.

Locate the fire exits and call points.

Fire Call Points: Zone 1 - Old School Room x 2. Zone 2 - Parish Hall & Lobby

Fire Exits: Ensure these are kept clear. One glass door in the Parish Room should remain unlocked as an exit when the room is in use.

In the event of a Fire

- **Sound the Fire Alarm:** Depress one of the Fire Call Points.
- **Evacuation procedures/routes:** take register/list of attendees with you and exit via nearest fire exit to the assembly point on the pavement opposite the church and outside Wolvercote Primary School.
- **Call the emergency services:** Do not re-enter the building until it is safe to do so.

In the event of a Fire Alarm sounding:

- **Follow evacuation procedures as above to the assembly point.**
- **Once rooms are clear and if safe to do so check the Fire Alarm panel in the lobby.** This indicates if a Fire Alarm Point has been activated and where OR if the Fault Alarm was activated. Follow the instructions above the Fire Alarm panel.

Please:

- Maintain good standards of hygiene when preparing food.
- Pay attention to safety notices.
- Please report faults or defects in equipment immediately to Caretaker or Booking Secretary. Telephone Numbers may be found in both kitchens.
- Report accidents or injuries (however minor), near misses or safety concerns by completing a form in the Accident Book and sending it to the Health & Safety Officer at the address on the form.
- Switch off equipment (unless labelled otherwise) and secure the building on departure.
- Keep kitchen hobs clear of flammable items e.g. tea-towels etc

Do not:

- Attempt to use or repair equipment that you suspect is in a dangerous state.
- Obstruct ventilation holes.
- Put drinks or other liquids on top of electrical equipment.
- Create trip hazards when arranging furniture or equipment.

St Peter's Rooms, Wolvercote: Lettings Policy & Hiring Conditions

1. St Peter's Rooms are owned and maintained by St Peter's Parochial Church Council (PCC). The PCC and its officers are responsible for promoting the use of the Room by local community and church groups, and also for maintaining it for use and enjoyment by future generations.
2. St. Peter's Rooms are available for hire by community groups and private individuals for children's and family parties. It can be hired by any group, regardless of faith or creed, with the following exceptions: the PCC will not let the Rooms to groups promoting racist or other discriminatory views, nor parties, concerts or music practice which are likely to produce excessive noise levels and reserves the right to refuse a request for booking without having to give its reasons for doing so.
3. Bookings can be made through the Bookings Secretary, currently Mrs Rosemary Williams (Tel 01865 436866). Hirers must be aged 18 and over. The Booking Secretary will liaise with the user/hirer about collecting and returning the keys, and about hire charges.
4. **The Hirer** shall be responsible for making adequate arrangements to insure against any third party claims (injury or damage to other parties beside the Hirer), which may lie against the Hirer while using the premises, and against damage or injury sustained by The Hirer while on St Peter's premises during the period of hire. **The Hirer** shall indemnify the PCC in respect of the cost of repair or any damage done to any part of the premises including the contents of the building during or as a result of the booking and in respect of any liability to third parties or otherwise arising out of the use of the premises in regard to the booking. When putting up decorations, users/hirers must avoid damaging the fabric of the building. Any damage or breakages must be reported to the Booking Secretary and paid for in full. If extra cleaning is needed, the PCC reserves the right to charge the user/hirer for that. If hiring the Kitchen the **DISHWASHER must not** be used unless **the Hirer** has received instruction on its use.
5. **The Hirer** shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local codes of practice issued in connection with such sales.
6. **The Hirer** is responsible for familiarising themselves with the **fire exits and fire extinguishers, and for the safe evacuation of their group/guests in the event of a fire.** Entrances and exits must be kept clear and unlocked at all times. Users/hirers are also responsible for complying with the law regarding health and safety regulations, food hygiene, gaming, lottery and copyright regulations. Hirers are also required to comply with St. Peter's Health and Safety Policy a copy of which can be found on Page 2 of the Hiring Agreement.
7. The PCC has a child protection policy for its own work with children and young people. Regular user groups without their own child protection policy are required to sign a form agreeing to abide by the PCC's child protection policy. Hirers using the Parish Room when the Playgroup is in session should be aware that it is against the law for anyone to enter the areas used by the Playgroup.
8. **The Hirer** is responsible for the behaviour of their group/guests. Sub-letting to other groups or individuals is strictly forbidden. Regular community group hirers may be given their own key for the use of their group, but on the strict condition that they do not lend the key to other people or groups. A deposit of £30 must be paid for these keys, which will be refunded on return of the keys. Music must be kept at a level acceptable to those living nearby. Smoking is not permitted anywhere inside the building. Each room will accommodate 40 people seated. The Parish Room will hold up to 60 standing, the Old School Room, 45 standing. Evening lettings must finish by 11pm.

9. **The Hirer** should leave the Rooms clean and tidy. Cleaning equipment is available in a cupboard by the toilets. There is a key in each kitchen. Clear up any litter outside the Room. Replace chairs and tables in their storage cupboards. Switch off electrical equipment and water taps, close outside windows and lock doors on departure. Ensure that the roof lantern windows in the **Parish Room and kitchen** are closed.

10. **The Hirer** must take away all rubbish (landfill, food waste and recycling). **Regular community group hirers** should follow the recycling instructions found in both rooms, removing bulk items. **Hirers are requested to remove glass waste.**

11. The PCC accepts no responsibility for any theft of or damage to property owned by anyone organising, attending or providing services for events in St. Peter's Rooms.

12. **Charges:** The Hirer agrees to the current rates of hire and the sum required as deposits.
Single hires: Parish Room or Old School Room £13 per hour.
Parish Room kitchen: £12 per booking.

Deposits: For all single hires a deposit of £20 per room is required to secure the booking. If a cancellation is made up to two weeks in advance – the deposit is returned in full. If a cancellation is made within two weeks of the hire date – 50% full hire fee will be retained. A second £50 deposit is required as security against expense incurred by St. Peter's as a result of damage or extra cleaning required. This will be returned if no such expenses are incurred. All payments are to be by cash or cheque (payable to St Peter's Wolvercote).

The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

The PCC may request that a **regular group hirer** use the alternate room to the one usually hired if the need arises. This does not apply to St. Peter's Under 5's Group (Playgroup).

13. **The Hirer** acknowledges that no tenancy is intended to be created between the PCC and the Hirer and that no relationship of landlord and tenant exists between them.

14 If a hirer is found in breach of any of these Conditions and Rules, the Hiring Agreement will be terminated with immediate effect.

15. The Hiring Agreement, including the Conditions and Rules, may be subject to review from time to time and in any case will be renewable every twelve months. Hire Charges will not normally be changed more than once a year. Two months' notice will be given of changes. In the case of a regular hire, the PCC and **Hirer** undertake to give one month's notice of a decision to terminate the Hiring Agreement. There will be a initial hire period of three months for all proposed regular hires. During the trial period, two weeks' notice may be given either by the PCC or **the Hirer** to terminate the Hiring Agreement.