

SAINT MARTIN'S CHURCH VESTRY HALL
AYLESBURY STREET, FENNY STRATFORD, MILTON KEYNES.
PARISH OFFICE: 01908 372 825
E-mail: victorbullock@talktalk.net

Rental Agreement for Booking Saint Martin's Vestry Hall
(Maximum Capacity: 40 Persons)

Agreement for rental of Vestry Hall, between
Saint Martin's Church, Aylesbury Street
and:

Rates

A Damage Deposit of £200.00 is normally payable at time of booking, which will be held until after use of facility inspection.

You are asked to provide the church with evidence of liability insurance. This evidence must be sent to Saint Martin's Church and Parochial Church Council well in advance of your arrival to avoid cancellation of your booking. The reservation is not confirmed until the Deposit and Proof of Liability Insurance is received.

The accommodation fee is due and payable at time of use by cash, money order or by standing order in the case of regular users, to Saint Martin's Parochial Church Council. Sorry, we do not accept cheques or credit cards.

Cancellation policy: If booking is cancelled within 14 days of the reserved date, you forfeit the reservation deposit. If hiring Vestry Hall on regular basis – If you decide to cancel your agreement of use of the Vestry Hall and facilities without giving 14 days notice, you forfeit the reservation deposit.

**RETURN ONE COPY OF THIS FORM TO SAINT MARTIN'S CHURCH AND
KEEP ONE COPY FOR YOUR RECORDS**

Send form with payment to: Saint Martin's Vicarage, Manor Road, Bletchley, Milton Keynes. MK2 2HW. Phone No: 01908 372 825

Note: Cash or money order's only.

Name & Purpose of Group	
Number of People in Group	
Contact Person	
Phone & Email	
Contact's Mailing Address & Postcode	
Dates of Use	
Arrival Time	
Departure Time	
Hours of Use	

Commercial	Registered Charity	Payable
£45.00 for a minimum of 2 hours	£30.00 for a minimum of 2 hours	
£22.50 for each additional hour	£15.00 for each additional hour	
£100.00 for each full day	£75.00 for each full day	

Total Payable	
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CONDITIONS TO BE COMPLIED WITH IN THE HIRING OF THE VESTRY HALL

The person who signs the application form shall be considered the Hirer and shall be personally responsible for the performance of these conditions. Where a promoting organisation is named on the application form, it shall be considered jointly liable.

No booking will be confirmed until the specified deposit has been paid.

The Church and Parochial Church Council (P.C.C.) shall not be responsible for any loss of or damage or injury to any person or property during the hiring, arising from any cause whatever. The Hirer will indemnify the Church and P.C.C. against any claim which may arise in respect of any such loss.

The Hirer shall ensure that precautions are taken to prevent fire and other damage to the hall, and shall not permit it to be over-crowded, keeping free and unobstructed all doors and gangways surrounding seating. The maximum capacity is 40 persons.

The Hirer shall not permit the hall or the environs of the Church to be used in a manner likely to cause nuisance to occupiers of adjoining premises, or for any immoral or obscene purpose as determined by the P.C.C. and shall ensure the maintenance of good order in and around the hall during the hiring.

No excisable liquor shall be sold unless an occasional licence (which must have been obtained by the Hirer) has been shown to the P.C.C. prior to the hire. Tickets for such a function must be sold in advance and may not be offered for sale to the public.

No copyright dramatic or musical work may be performed without permission from the copyright owner or the Performing Rights Society Ltd. The Hirer shall indemnify the Church and P.C.C. against any infringement of copyright which may occur during the hiring.

No bolts, nails, pins, or other like objects shall be driven into any part of the hall, nor shall any articles be fixed thereto. (Save that drawing pins may be used to affix posters or other decorations onto the pin board only) No placards or other decorations shall be displayed outside any part of the Vestry Hall or Church without the previous consent of the P.C.C.

The Vicar, P.C.C. and any persons authorised by them, reserve the right of entry to the hall at all times. The Hirer is not entitled to enter the premises at any time other than the specified hours of hire, and shall not sub-let any part of the hall or its facilities.

The Hirer shall leave the hall in a clean and tidy condition to the satisfaction of the P.C.C. and shall pay the cost of repairing any damage to the hall, its facilities or its contents arising out of the hiring, however it may have been caused. If an occasional user deposit has been payable, part or all of it may be retained to cover the damage or extra cleaning that may be required. A deduction will also be made if the premises are not vacated at the specified hour.

The P.C.C. reserves the right to cancel the booking if the hall cannot be used due to circumstances beyond their control, in which case the P.C.C.'s liability shall be limited to the amount of the hire charge already paid by the Hirer.

If the Hirer cancels the booking, no money will be refundable and the full charge will remain payable unless the P.C.C. has been able to re-let the hall on that date.

These conditions may be altered at the discretion of the P.C.C.

DECLARATION OF APPLICANT

I confirm my application for the hiring of St. Martin's Vestry Hall as detailed overleaf and agree to comply with all the conditions listed above. I enclose a deposit of £_____ and agree to pay the balance at least TWO WEEKS before the date of hire.

Signature: _____

Date: _____