

SAINT MARTIN'S CHURCH COMMUNITY HALL

AYLESBURY STREET, FENNY STRATFORD, MILTON KEYNES, MK2 2BU

PARISH OFFICE: 07714190663

E-mail: stmartins.inquiry@gmail.com

Rental Agreement for Booking Saint Martin's Community Hall

(Maximum Capacity: 40 Persons)

Agreement for rental of Community Hall, between

Saint Martin's Church, Aylesbury Street and:

Name: _____

Rates

A Damage and cancellation deposit of £100.00 cash will be payable at time of booking, which will be held until after use of facility inspection. However, if the cost of the damage is higher, further charges will be levied.

A Cleaning Fee of £20.00 will be deducted from the deposit if the premises are not left in the same condition as handed over to the person responsible for the agreement.

For registered charities and clubs:

You are asked to provide the church with evidence of liability insurance. This 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 will not be confirmed until the deposit and proof of Liability Insurance has been received.

For Birthday Parties, Communion, Baptisms, Baby Showers, Funerals or Wedding Celebrations no liability insurance is needed. However, the person of the booking will be responsible for any (accidents, damage, loss and safeguarding of anyone attending the event)

The accommodation fee is due and payable at time of use by cash, bank transfer, card payment machine, direct debit or by standing order in the case of regular users, to Saint Martin's Parochial Church Council. Cheques not accepted.

Cancellation policy: bookings cancelled within 14 days of the reserved date, forfeit the reservation deposit. This may affect your ability to use St Martin's Community Hall in the future.

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 Bank transfer to ST MARTINS ACCOUNT details on request.

CONDITIONS TO BE COMPLIED WITH IN THE HIRING OF THE COMMUNITY HALL

The person who signs the application form shall be considered the Hirer and shall be personally responsible for the keeping of these conditions.

Where a promoting organisation is named on the form, it shall be considered jointly liable.

Application

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) Blue tag and sticky tape will be fine.

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.

DECLARATION OF APPLICANT

I confirm my application for the hiring of St. Martin’s Community 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.

Name of agreement holder:	
Phone Number:	
Email Address:	
Home Address:	
Postcode:	
Purpose of hire:	
Date of event:	
Time of arrival:	
Time of departure:	
Total Hours:	

Personal use:	Registered charity:	Payable:
£45 min 3 hours	£30 min 3 hours	
£10 per extra hour	£5 per extra hour	
£20 cleaning fee	£15 cleaning fee	
£20 winter fee	£15 winter fee	
£100 deposit	£100 deposit	

Liability insurance:	Yes	No
Proof of ID	Yes	No

St Martin’s Church Hall money agreed for the day: _____

Signature of agreement representative: _____

Date: _____

Signature of St Martin’s representative: _____

Date: _____