



**APPLICATION FOR THE USE OF CHRIST CHURCH PARISH HALL
34 Crescent Road, London, N8 8AX**



THIS AGREEMENT is made on.....BETWEEN THE PAROCHIAL CHURCH COUNCIL OF Christ Church Crouch End Hill (“the PCC”) and the person(s) or body named below (“the Hirer”) whereby in consideration of the sum(s) mentioned in paragraph 4 below: The PCC agreed to permit the Hirer to use the premises or parts(s) of the promises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:

1. Purpose of Hiring.....
2. Period of Hiring Date(s):..... Hours from:..... To:.....
3. Description of facilities to be hired. (Please note that cooking utensils, crockeries and any other items in the kitchen cupboard are NOT to be tampered with). Parking on the driveway to the vicarage is strictly forbidden.
4. Hiring Fee (paid in full) £.....
Caution deposit £100.00
5. Christ Church PCC’s Telephone number: 0208 340 1566 Email: ChristchurchN8@aol.com
Other:
6. Christ Church contact on the day of hire: **Peter (0795 665 8334)**

A. PERSON RESPONSIBLE FOR USE OF PREMISES

Conditions of use

The Church Hall is made available on the following conditions:

1. Rental Period - the period required must include setting up and *clearing* up time, and additional access time e.g. previous night. The building may only be occupied during the agreed times.
2. Deposit - A separate £100 deposit cheque (£70 breakage, £30 cleaning) will be required. If you require the cheque to be returned to you, please supply a SAE. Otherwise the cheque will be destroyed by us. The undersigned will be responsible for all breakages, damage etc. and the cost of any special cleaning or repairs that may result from use of the premises.
3. Admission entry for public events must not be ticketed.
4. Smoking is NOT permitted on the premises.
5. Consumption of alcohol is not allowed without the consent of the Vicar/Churchwarden.
6. No nuisance should be caused to residents.
7. Condition of premises - the premises must be left clean and tidy, with furniture returned to the places found upon entry. Rubbish including bottles must be taken away. The refund of the £30 deposit is dependent on fulfilment of this condition.
8. Decorations are NOT to be stuck to glass or painted walls.
9. Bouncing Castles and similar equipment are NOT allowed. If in doubt please clear with us at time of booking.
10. Security - the premises are NOT to be left unlocked when unattended. Arrangements must be made for someone to lock up.
11. Fire Safety - in the event of a fire, there are fire extinguishers located in the Hall and kitchen. You should check the location of Fire Exits upon arrival.
12. Booking - the premises are only considered booked once the agreed donation has been received.
13. The latest closing time when the hall is vacated is 10:30 pm.

14. PLEASE READ CONDITIONS B. OF HIRE OVERLEAF BEFORE SIGNING THE AGREEMENT BELOW.

I accept these Conditions of use.

Name:

Signature:

Date:

Please photocopy this form when completed (or fill in 2 copies):

- Keep one copy for your reference
- A cheque for the full amount
- A separate cautionary deposit cheque (£100)

All cheques are payable to **Christ Church P.C.C.**

B. CONDITIONS OF HIRE

THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

Hirer: Organisation (if applicable):

Address: Telephone no:

1. THE HIRER shall pay the total cost of booking as deposit to have a firm reservation. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
2. **If the HIRER wishes to cancel the booking and the PCC is unable to arrange a replacement booking, there would be no refund. In all circumstances, any cancellation not effected before ONE MONTH to the date of use will not be entertained.**
3. THE HIRER shall ensure that the Rules governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
5. THE HIRER shall be responsible for obtaining any local authority or other licenses necessary in connection with the booking, other than those (if any) already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for observance of all regulations affecting premises imposed by the Licensing Justices, Fire Authority, the Local Authority otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

HIRING FEES

Hiring fee for 1-3 hours:	£90 (applicable at weekends only)
Subsequent hours:	£30 per hour
Hiring fee for 1-2 hours:	£60 (weekday evenings only)
Subsequent hours:	£30 per hour

PLEASE ATTACH A SELF-ADDRESSED ENVELOPE TO RETURN YOUR DEPOSIT CHEQUE IF THERE ARE NO COSTS INCURRED, OTHERWISE, THE CHEQUE WILL BE DESTROYED BY US ONE WEEK AFTER THE EVENT.