

APPLICATION TO HIRE PARISH CENTRE

Please fill this out in BLUE or BLACK ink and in BLOCK CAPITALS

Your Name:

Address:

Post Code:

Daytime Phone:

Evening Phone:

Mobile Phone:

Email Address:

Preferred Method of Correspondence (Please Circle):

Post

Email

Function for which you are booking the Parish Centre:

If being booked on behalf of an organisation

Name of Organisation:

Your position within the organisation:

Aims of the Organisation:

I wish to hire the premises in the schedule below for the purpose shown above, and in consideration of the letting being granted I understand to observe and be bound by the terms and conditions of letting printed on the reverse of this form.

Signature of applicant:

Date:

Schedule of Hire

When booking, please allow time for any set up and tidying of the centre following your booking.

Date of hire	Octagon or Vestry	Start time	End time	Total no of hours	Room rate	Total to pay
Grand Total to pay						

Additional Information:

Return completed forms together with cheques made payable to 'St Johns Church' to the centre mailing address below. A receipt is issued on receipt of payment which confirms hire.

Dawn Diggle

St John the Baptist Parish Centre

Clarendon Park Rd

Leicester

LE2 3AD. Office hours – Wednesday and Thursday 9am to 1pm. 0116 2707305

The Parochial Church Council of St John the Baptist Church, St John Parish Centre Conditions of Hire

In these Conditions 'Premises' means the Parish Centre or any part thereof and 'Council' means the Parochial Church Council of St John the Baptist Church

1. When a promoting organisation is named in the application for hire, that organisation also shall be considered the hirer, and shall be jointly and severally liable hereon as the person who signs the form.
2. Save where the Council otherwise decides, the hirer agrees to pay in advance all fees chargeable for the letting. Cheques and postal orders, when used, should be made payable to 'St Johns Church'. The booking will not be confirmed until the booking fee has been paid in full. In the event of the hirer cancelling the booking, the booking fee will not be refunded by the Council unless the Premises are re-let prior to the original booking date.
3. The hirer shall not sub-licence the Premises or any part thereof without the prior approval in writing of the Lettings Manager. Should the hirer grant or attempt to grant a sub-licence in breach of this condition, the hiring will be deemed to be cancelled, all monies paid will be forfeited, and the hirer and/ or his/ her sublicensee excluded from the Premises. Where a sub-licence is approved, the Council reserves the right to increase the hiring fee.
4. The hirer shall take good care of, and shall not cause any damage or permit or suffer any damage to be done to the hired Premises, or to any part or parts thereof, or to any fittings, equipment or other property therein, and shall make good and pay for any damage thereof (including accidental damage) caused by any act or neglect of him/ herself, his/ her servants, agents, or any person resorting to the hired Premises by reason of the use of the hired Premises by him/ her, and shall leave the Premises in a clean and tidy condition with any items moved returned to their original place. The hirer shall take reasonable care of the keys whilst they are in their possession and shall not place them in the post. The Council reserves the right to charge for missing or lost keys and alarm key fobs.
5. The hirer agrees to adhere in full to the following regulations:
 - 5.1. No preparation may be applied to the floors
 - 5.2. Intoxicants and unprescribed drugs shall not be brought on to the Premises.
 - 5.3. No interference with Church equipment.
 - 5.4. Stoves shall be left safe and no interference with the central heating apparatus shall be allowed.
 - 5.5. The Premises shall be vacated at the due time
6. Under no circumstances will the Council make good or accept responsibility or liability in respect of damage or theft or loss of property, goods, articles, or things whatsoever, placed, deposited, brought into or left upon the Premises either by the hirer for his/her own use or purposes, or by any other person, or left or deposited with any officer of the Council, and the hirer will indemnify and hold the Council and its servants and officers harmless in respect thereof.
7. The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakages of water, fire, government restrictions or act of God, which may cause the Premises to be temporarily closed, or the hiring to be interrupted or cancelled, except where such a loss is caused by the negligence of the Council, its servants or agents.
8. The hirer shall be liable for and shall indemnify the Council in respect of any loss, damage, or injury, whether fatal or otherwise, which may be incurred by or done or happen to the hirer or any other person or persons in his/ her employ, or any subcontractors or by any other person or persons resorting to the hired Premises by reason of the use of the hired premises by the hirer, except in the case of death or personal injury, which is caused by the negligence of the Council, its servants or agents.
9. The Council may cancel such hiring if, in its opinion, it is in the public interest to do so and, in such event, the Council shall not incur any liability to the hirer whatsoever, other than for the return of any fees paid by him/ her in respect of such cancelled hiring.
10. Right of entry to the hired Premises is reserved to the Lettings Manager and other servant or agent of the Council, and any police officer at any time during the hiring.
11. The hirer, his/ her servants, agents, and contractors, shall during the hiring and during such other times as they or any of them shall be in the hired Premises for the purpose of hiring, comply with all reasonable requirements of the Lettings Manager, the Caretaker for the time being of the hired Premises, or any other servant or agent of the Council.
12. No advertisement, flags, emblems, or other decorations, shall be displayed inside or outside any part of the hired Premises without the previous consent in writing of the Lettings Manager.
13. No part of the hired Premises shall be used other than for the purpose of the function described in the application form for the use of the hired Premises.
14. The hirer agrees to comply at all times with all the relevant statutory provisions applicable to the occupation, use, hiring and management of the hired premises and for the purpose for which they are to be hired.
15. The hirer undertakes to indemnify the Council against the consequences of any unauthorised performance of a copyright work during the period of use by him/ her of the Parish Centre, and to complete the returns required by the Performing Rights Society.
16. The Premises shall not be hired to any political party, racist organisation, or to any other organisation for any purpose which the Management Committee deems unsuitable.
17. The Council may cancel hiring if:
 - 17.1. In the opinion of the Council, the organisation for which the Premises are hired has racist policies regardless of the stated reason for hiring the Premises.
 - 17.2. The purpose or reason for which the Premises are being hired is misstated in the application form
 - 17.2.1. In either of the aforementioned events, the Council shall incur no liability to the hirer whatsoever, other than the return of any fee paid by him/ her in respect of such a cancelled engagement.
18. The hirer undertakes to ensure that smoking does not occur in any part of the Premises or the building of which the Premises is part at any time.
19. The hirer undertakes to leave the building clean and tidy and will be deemed to have made allowances for same within the period of hire.
20. The hirer will ensure that all padded (upholstered) chairs are returned to the rear room at the commencement of the hire period and further ensure that they remain there for the whole period of the hire and do not suffer abuse or harsh treatment.
21. All hirers who in the course of hire are responsible for the young, ill and disabled will be deemed to be fully conversant with Local Authority and Police guidance and recommendations in respect of the persons in their charge and to implement them.
22. Advertising material should not make any reference to St John's as a vehicle of endorsement and only as a venue.

Other Notes

Availability of accommodation for bookings where an application to hire Premises has not been fully completed, the fee paid and receipt acknowledged by the Lettings Manager in advance (known as the appropriate manner) must not be assumed. In the instance where a hirer 'a' assumes availability and where this conflicts with a booking made in the appropriate manner by a different hirer 'b' or a booking from the St John the Baptist Church 'c', the authorised booking 'b' or 'c' will be allowed and hirer 'a' will have to make alternative arrangements.

No continuous bookings are accepted. All bookings must be made in the appropriate manner outlined above.

There may be occasion where a booking has been made in the appropriate manner and accepted by the Lettings Manager and where at a later date after the acceptance and prior to the booking the St John the Baptist Church states that they require the premises for Church use. In these circumstances the Lettings Manager will contact the person or party making the hiring with notice of cancellation, will arrange for a full refund of the fee and may at his/ her discretion offer an equivalent period of hire on an alternative date without charge as way of compensation. Acceptance by the person or party of the alternative date will be considered full and final settlement of the matter by the Council.