

# St Andrew's Church, Thursford

## Hire Agreement for St Andrew's Church, Thursford

THIS AGREEMENT is made on ..... day of ..... 20.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL (PCC) Of St Andrew's Church, Thursford.

and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:-

**A. The PCC agrees to permit the Hirer to use the premises 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 facilities to be hired:

The Church building [only / plus the toilet and kitchenette facilities]  
(Strike out the option declined)

4. Hiring Fee                      £ 12.00 per hour without toilet and kitchen  
    £ 15.00 per hour including use of toilet and kitchen

payable on or before the day of hire

5. PCC's authorised representative: .....

Address .....

Telephone number .....

**B. 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 governing the use of the Church ("the Rules") as set out by the PCC.**

**C.**

6. Hirer .....

Organisation (if applicable) .....

Address .....

Telephone number .....

**Standard Conditions of Hire (The Rules)**

1. THE HIRER shall pay the agreed hire fee, which 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, such as a funeral.
2. THE HIRER shall pay the fee due before the commencement of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion waive the fee but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
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 so as to avoid obstruction of the private drive.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or 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 onto 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 is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER commits, in the event of an accident, to complete the accident book located in:  
The Church hymn book cupboard  
.....  
signing the form and leaving the book copy within the book before leaving the premises, and reporting verbally to a churchwarden.
12. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant authority as set out in the Policy.

**Specific Rules governing the use of St Andrew's Church, Thursford (The Rules)**

- \* St Andrew's is a medieval building in regular use for religious services. Hirer's agree to treat the building and its contents appropriately and respectfully.
- \* Smoking is not permitted within the church building
- \* The Hirer must be aged 18 or over
- \* The Hirer is reminded that it is illegal for persons under 18 to consume alcohol on the premises, and the signee is responsible for ensuring that this does not happen, and must be present throughout the period of hire
- \* We ask that you be considerate of local residents and keep music to an acceptable level. Music must cease at 10.30pm unless by agreement with the PCC representative
- \* The keys must be returned immediately on completion of the hire, by agreement with the PCC signatory
- \* All electrical equipment brought on to the premises during the hire remains your responsibility
- \* No more than 60 persons shall be present during the hire
- \* The hirer is responsible for cleaning the church and its facilities and replacing all furniture and fittings at the end of the hire, and, as the church has no rubbish disposal facilities, for the removal of all items brought to the premises. Failure to do so will result in additional charges
- \* Please ensure that all walkways and Fire exits are kept clear at all times
- \* All Covid precautions must be adhered to for the period of the hire
- \* The PCC has no premises licence, so a Temporary Events Notice is required should the hirer propose to sell alcohol. This is solely the responsibility of the Hirer

AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

..... Date.....

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer. I confirm that I am over 18

..... Date.....

# Appendix A

## Safeguarding Principles Policy

### Children and Young People in the Church

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017.

This policy was adopted by .....(Parish) at the Parochial Church Council meeting held on ..... It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional and spiritual abuse or neglect of children and young people, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

The Parish Safeguarding Officer (PSO) appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is

.....

Signed by :-

Parish Safeguarding Officer: Tel:

Incumbent :

Churchwarden:

Churchwarden:

Date:

*July 2021*

# Appendix A

## Safeguarding Principles Policy

### Adults at Risk (Vulnerable Adults)

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017.

This policy was adopted by .....(Parish) at the Parochial Church Council meeting held on ..... It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.  
The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of Adults at Risk is

.....

Signed by :-

Named Person: Tel:

Incumbent :

Churchwarden:

Churchwarden:

Date:

July 2021



