



## Writtle Christian Centre Hire Agreement

|                                    |   |
|------------------------------------|---|
| <b>Parties:</b>                    | <b>Writtle Christian Centre, Pump Lane, Writtle CM1 3DT</b><br>M: 07949 060567 E: <a href="mailto:writtlechristiancentre@gmail.com">writtlechristiancentre@gmail.com</a><br>Website: <a href="http://www.allsaintswrittle.co.uk/christian-centre.html">www.allsaintswrittle.co.uk/christian-centre.html</a> |
| <b>Name or hirer/organisation:</b> |   |
| <b>Address and post code</b>       |   |
|                                    |   |
| <b>Email address:</b>              |   |
| <b>Contact number:</b>             |   |

|   |                        |                |
|---|------------------------|----------------|
| <b>Date(s) of hire</b>  | <b>Purpose of hire</b> |                |
|   |                        |                |
| <b>Start and finish times (to include setting up / clearing up times)</b> | <b>Time from</b>       | <b>Time to</b> |

|                                |          |   |  |              |  |
|--------------------------------|----------|---|--|--------------|--|
| <b>Rooms required (tick):</b>  |          |   |  |              |  |
| <b>Main Hall (120 max)</b>     |          | Kitchen: tea/coffee only  |  | Nos expected |  |
| <b>Small Hall (40 max)</b>     |          | Kitchen: for catering   |  | Nos expected |  |
| <b>Quiet Room (15 max)</b>     |          |   |  | Nos expected |  |
| <b>Will alcohol be served?</b> |          | If yes, will this be issued free?<br>If No, this will require a licence |  |              |  |
| <b>Bouncy Castle</b>           | Yes / No | If yes, a non-refundable supplement of £15 will be charged              |  |              |  |

It is agreed as follows:

- In consideration of a hire fee, the PCC agrees to permit the hirer to use the premises specified subject to the considerations contained in this agreement. The Hiring Agreement includes the annexed Standard Terms and Conditions of Hire.
- The Hirer shall pay a deposit of £50 at the time of returning the Hire Agreement, which is non-refundable from the time the Hire Agreement is received. Until that time, bookings are only regarded as provisional. The Hirer shall pay the full agreed hire fee plus any Security/Damage Deposit (£200) at least 2 weeks prior to the event. The Security/Damage Deposit will be returned within 14 days after the event assuming that no damage to the premises or contents has occurred, nor complaints made to the Christian Centre about noise or other disturbance during the period of the hiring or as a result of the hiring. Payment may be made by Bank Transfer (preferred) to: **Sort Code 20-19-95, Account No 93392406**, or by cheque to "Writtle Christian Centre", quoting invoice number being paid.
- The cost of hiring the hall is kept to a minimum because users are required to leave the hall in the clean state in which they found it. (See attached Terms and Conditions.) It is expected that users clean up after themselves, return all chairs and tables to their rightful place, sweep the floor and mop, if necessary, empty all bins and remove all rubbish etc. Dustpans, broom, mops etc. are kept in the cupboard outside the Main Hall doors.

I have read and understood the Terms & Conditions of Hire, particularly those concerning permitted entertainments, time restrictions, the conditions on the supply and sale of alcohol, the maximum capacity of the hall and my responsibility for damage and the security of the premises.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_