

Name of hirer:		
Address:	email:	
Telephone:	land line:	mobile:
Room in the Church:		
Purpose of hire:		
Date of hire:		
Time of hire:	from	until
Hire Charge:	£	TOTAL:

The hire charge is:

Main hall (green room) or Church (purple room) – £15 per hour

Small hall (coffee room) – £10 per hour Vestibule – £7 per hour

This includes the shared use of kitchen and toilets, lighting and heating when required.

You will be responsible for putting on and turning off the heating and the lights.

Hire charges should be paid in advance please, preferably by BACS: BUXTON UNITED REFORMED CHURCH Sort Code: 60-04-18 Account no: 83708847 WITH YOUR INVOICE NUMBER AS THE REFERENCE or otherwise by cheque, made payable to Buxton United Reformed Church and sent to Roger Horne, 18 Nettleton Lane, Harpur Hill, Buxton SK17 9JX

I agree to these conditions of hire:

1. I will be responsible for all injuries to people, loss or damage to church property or neighbouring properties during my use. This includes all loss and damage caused by anyone attending my event in your property. I will ensure that no shoes are worn which will damage your floors. I will reimburse the cost of all such injury, loss and damage. I have inspected the property and confirm it is fit for my purpose of hire.
2. If children or vulnerable adults attend, I will make sure that they are properly supervised, and my leaders will have the appropriate DBS clearance. I confirm that either (a) I have my own appropriate Safeguarding Policy or (b) I have read and understood the Church Safeguarding policy. I confirm that I am not required to register with OFSTED.
3. I have read (or I will read) and I understand and I will comply with the Church's Health & Safety Risk Assessment on its website buxtonurc.org.uk. I understand that I need my own public liability insurance.
4. I will not allow smoking in the property or the sale or consumption of alcohol and will keep all noise to the minimum.
5. If I use your kitchen I will leave it in a clean and tidy state and I will comply with all Food Hygiene Laws.
6. I will comply with all laws relating to copyright and public performances.

7. Rubbish - I will use the black, green and brown bins outside the property appropriately and will sweep all the floors I have used before leaving (note – the broom cupboard key is in the kitchen cupboard next to the entrance door)
8. I will not exceed the maximum number of 60 people in the Purple Room (church), 50 people in the Green Room, 30 people in the Coffee Room, six in the Kitchen and six in the vestibule.
9. I understand that the garden may be used for barbecues providing smoke nuisance is kept to a minimum and the grass is not harmed. I will keep gas cylinders outside of the buildings. I will ensure that ball games will not be played if the ball is likely to go over the wall.
10. I will not park vehicles within your gates. (Note – please be aware of the yellow line restrictions in the road)
11. I will not sublet the building or use it for illegal or immoral purposes and I will not bring into it any flammable or dangerous substances.
12. I will not copy the key and I will return it immediately my letting has finished. If I lose it I will pay the cost of a replacement at £30.
13. I will not overload the electricity circuits. Only one appliance per socket. (If in doubt, I will ask). I will not bring any unsafe electrical items into the property.
14. If I overstay the agreed time I will pay the excess at the hourly rate.
15. I understand that the Church reserves the right to enter the property at any time during my hire period to check that these conditions are being complied with. I also understand the nature of sharing facilities within the building and I will permit reasonable access by other users through the room to the toilets and kitchen.
16. I will not leave any belongings in the property. If I do, I understand the church may dispose of them and charge me for the cost of doing so.
17. I accept that this is temporary use licence only and any regular lettings can be terminated on four weeks' notice. Except for one – off hirings, I understand the Church has the right to cancel a hiring if the room is needed for the Church's own use. This right will only be used if absolutely necessary and the Church will refund any Hire Charge paid for that day (but not any other expenses).
18. I understand that if any of these conditions are broken the Church may cancel the hiring and put a stop to my use of the property and that any use that endangers safety of persons or damage to property may be cancelled at any time, without refund of hire charge.
19. Any written notices sent by either of us to the other can be sent by second class post to the addresses at the top of page 1 only.

Hirer's signature	
Date	

Please sign two copies, keep one and send the other (with the hiring fee if not paid by BACS) to Lesley Caddy: email - buxtonurclettings@gmail.com or at 19 Compton Grove, Buxton SK17 9DW

We hope that your event is successful and that you enjoy using our premises.