

ST EDMUND'S PARISH CHURCH, ROUNDHAY
HIRING THE CHURCH BUILDING
BOOKING AGREEMENT FORM

An agreement between (Name of Organisation)
("The Hirer")

Contact person.....

Address

Landline telephone number

Mobile telephone number

E-mail Address

And St Edmund's Church, Roundhay:

to hire

- the main church and side chapel
- main church only
- side chapel only

Purpose of hire

Date of hire

Start time for hire..... End time of hire.....

Date/s of any rehearsal/s

Start time for rehearsal/s.....End time for rehearsal/s.....

The Grand Piano may be used (YES/NO) An extra charge is payable (YES/NO): £.....

The Organ may be used (YES/NO) An extra charge is payable (YES/NO): £.....

Refreshments may be served (YES/NO)

NB If alcohol is to be served this agreement is conditional upon a Temporary Entertainment Notice (TEN) being applied for **by the hirer** from Leeds City Council and being seen by a representative of the Church before the event.

FEES:

Please make cheques payable to St Edmund’s PCC.

TOTAL FEES payable.....

- Non-returnable deposit to be received with this booking form
(10% of the fee with a minimum of £25)
- Balance to be received 7 days before the event.....
- A returnable bond of £100 to cover damage will also be required (YES/NO)
(This will be returned within 7 working days of the event if no damage is incurred.)

This agreement is subject to the terms and conditions set out below:

TERMS AND CONDITIONS OF HIRE:

- The PCC makes every effort to ensure the safety of all who use the church premises. Hirers must make sure you know where fire extinguishers, fire exits and first aid kits are found. You must abide by the Health and Safety Policy of St Edmund’s Church while using the church building.
- The Church Insurance will cover normal use of the building. It does not cover damage to musical instruments or other equipment bought into the church by the hirer.
- **The hirers must provide evidence of having their own adequate insurance to cover all legal liabilities which could arise** including personal injury, damage to the hirer’s property or damage to the property of others arising out of the hirer’s occupation and activities within the church.
- If the hirer’s activities involve children under 18 or vulnerable adults the hirer must make sure the leaders have the required DBS (safeguarding) checks in place. The hirer must agree to work within St Edmund’s Safeguarding Policy.
- If alcohol is to be served the hirer must apply for a Temporary Entertainment Notice (TEN) from Leeds City Council, which must be shown to a representative of the Church and must be displayed at the event.
- The hirer will return all furniture to its starting position and to clear away any rubbish.

On behalf of my organisation I accept liability for the property, personnel using the building and all activities during the period of this booking.

Name.....

Signature..... DATE.....
(For the hirer)

Name.....

Signature..... DATE.....
(For St Edmund’s Church)

Please sign and return this form along with the deposit (and any bond, if required) to:
Jean Livesey, 48 West Park Grove, LS8 2DY; jlivesey@ntlworld.com - (Tel: 0113 2937403)