

Hire Agreement | St Anne's Limehouse

This agreement is made on the [redacted] day of [redacted], 20 [redacted]

- Between:
1. The PCC of St Anne's Church Limehouse ('the PCC'); and
 2. The person or body named below ('the Hirer')

A. The PCC agrees to allow the Hirer to use the following parts of St Anne's Church for the purposes and periods and at the hiring fee specified below:

Crypt	Main Church (+ PA system)	Churchyard	Whole site
-------	---------------------------	------------	------------

Note: the toilet and kitchen facilities are located in the crypt. Access to these facilities is normally assumed if the event is taking place inside the church; however if the crypt is not specified as part of this hire arrangement, there may be a parallel event booked in the crypt and access to the toilets and kitchen should be minimised.

Purpose of use: [redacted]

Period of Hire: [redacted]

Hire fee: [redacted]

Refundable fair use deposit: [redacted]

Total payable (amount & date): [redacted] [redacted]

PCC's authorised representative: Rev Richard Bray, 5 Newell Street, London E14 7HP
richard.bray@stanneslimehouse.org
020 7987 1502 / 07798 940 554

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 (if any) governing the use of the premises ('the Rules') and as the PCC may for the time being impose and of which the hirer has been notified.

Hirer: [redacted]

Organisation: [redacted] (if applicable)

Address: [redacted]

[redacted]

Tel. no: [redacted]

E-mail: [redacted]

STANDARD CONDITIONS OF HIRE

1. The Hirer shall pay an agreed deposit, normally of at least one third of the cost of the booking. Such a deposit 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.
2. The Hirer shall pay the balance of the fees as directed by the PCC's representative, usually before the conclusion of the booking.
3. The Hirer shall ensure that the Rules (if any) 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 car park, paths and gates so as to avoid obstruction.
5. Bookings will not be accepted for events that the Church believes to be incompatible with the Christian faith. We reserve the right to rescind a booking if the event is subsequently found to be incompatible with Christianity, including during the event itself. The Hirer is encouraged to discuss the nature of any event with the Church at the earliest possible opportunity if they are in any doubt about this.
6. Alcohol may not be served without prior agreement of the Church. Alcohol may not be sold without the arrangement of a temporary events license (which is the responsibility of the Hirer).
7. The Hirer shall empty bins of any food waste or packaging after each event. Rubbish bags may be left in the wheelie bins outside the NE door, or must be taken away. They must not be left on the ground in the churchyard. No non-biodegradable litter, including metallic or plastic confetti, burst balloon fragments etc., should be left in the inner churchyard.
8. The Hirer shall pay for such remedial cleaning after the event as the PCC's representative determines necessary, at a rate of £40 per hour.
9. The Hirer shall not use the pulpit, communion table, font or organ without the PCC's express permission.
10. The Hirer shall be responsible for obtaining any local authority or other licenses necessary in connection with the booking, other than those (if any) already held by the PCC.
11. 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.
12. The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, Local Authority or otherwise.
13. The Hirer shall take suitable care concerning fire risks in the building, observing best practice for use of electrical equipment and taking particular care not to overload any electrical device or part of the installation. No naked flames or electrical or gas heaters shall be used without prior agreement of the Church.
14. 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.
15. 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 the booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
16. The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local codes of practice issued in connection with such sales.
17. The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer, and no relationship of landlord and tenant exists between them.

As witness the hands of the parties hereto:

SIGNED by the PCC's representative named in section A) above, on behalf of the PCC:

Signed: _____

Date: _____

SIGNED by the Hirer's representative named in section B) above, on behalf of the Hirer:

Signed: _____

Date: _____

Protecting children, young people and vulnerable adults

The Parochial Church Council of St Anne's Limehouse has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy may be downloaded [here](#) (summary [here](#)). Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it;
 - b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Safeguarding Officer for St Anne's Limehouse is:

Dr Jay Buscombe, jaybuscombe@hotmail.com, 07765 250 121

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:

Name & role:

Organisation:

Date:

Please sign two copies, one to be retained by the church, and one by the organisation