

AN AGREEMENT between the PAROCHIAL CHURCH COUNCIL

of St. Mary's Church, Send, Woking, Surrey, and

of

(the "Hirer")

1. The Parochial Church Council of St Mary's Church, Send, Woking, Surrey (the "Council") agrees to hire to the Hirer the Church Rooms at Send Road, Send, Woking (the "Hall") on 2012 from am/pm to am/pm at a cost of £ .
2. A non refundable deposit of £5 is payable on booking. The balance must be paid before the key will be collected.
3. A £5 key deposit is payable on collection of the key and will be returned to the Hirer when the key is returned.
4. The Hirer must keep the key to the Hall safe, secure and in the Hirer's possession at all times. The Hirer must not make a copy or copies of the key or allow others to do so.
5. If the Hirer loses the key to the Hall, the Hirer must promptly inform the Council. The Council may charge the Hirer £5 before providing a new key.
6. The Council may cancel this Agreement upon written notice to the Hirer and, in such cases, the Council will return to the Hirer any payment made.
7. The Council accepts no liability or responsibility whatsoever for any death or personal injury, howsoever caused, to the Hirer or to his servants, agents or invitees during the course of the hire.
8. Hirers should be aware of the location of fire extinguishers, exits, and the first aid kit which is kept in the kitchen together with the accident book. It is recommended that one person in the group has a mobile telephone to contact emergency services should the need arise.
9. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. We regret that no bouncy castles are allowed in the hall, for health and safety reasons.
10. No alcohol may be sold from the Hall unless the Hirer has obtained in advance the requisite licences from the appropriate licensing authorities.
11. If any damage is done to the Hall or furniture during the use of the Hall by the Hirer or if any articles owned by the Council are lost or subsequently found to be missing, the Hirer shall on demand pay full compensation to the Council for the damage or loss.

12. The Hirer of the Hall is responsible for the safety of its goods and effects while using the Hall and the Council accepts no responsibility for any loss suffered by that Hirer, howsoever arising, in relation to the use of the Hall.
13. No smoking is to be permitted in the Hall.
14. No party food is to be eaten upstairs.
15. No loud music is permitted in the Hall.
16. Cars parked outside the Hall are left at owners' risk.
17. On completion of the hiring or, if earlier, termination of this contract the key must be returned to Mary Campbell forthwith.
18. The Hirer must follow the instructions placed near the heaters in the Hall as to use of the heaters and in particular must not turn off the gas to the heaters. The Council accepts no liability or responsibility with regard to any noise that the heaters may make.
19. Hirers must provide their own tea towels.
20. On vacating the Hall the Hirer is to ensure that:
 - (a) all heaters and lights are switched off;
 - (b) all curtains are drawn back;
 - (c) all doors are locked;
 - (d) all kitchen equipment is turned off and all parts of the Hall are left in the condition in which they were found.
 - (e) toilets are be checked for cleanliness before leaving; and
 - (f) all rubbish resulting during the period of the hire is removed from the Hall by the Hirer.

SIGNED by or on behalf of the Hirer

Signatory's private address:

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Telephone number:

Please make cheques payable to ST. MARY'S CHURCH ROOMS. Monies due should be sent to Mrs Mary Campbell, The Loft, Manor Road, Ripley, Woking GU23 6JW.