



Writtle Parochial Church Council (PCC) Christian Centre Hiring Agreement

Parties: Writtle PCC Christian Centre

and (name): _____

Organisation/Group: _____

Contact Details - Hirer: Phone/mobile: _____

Address: _____

Email address: _____ **Post Code:** _____

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 £25 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 deposit at least 4 weeks prior to the event. Payment may be made by cheque to "Writtle Christian Centre" or via Bank Transfer to: **Sort Code 20-19-95, Account No 93392406**, quoting invoice number being paid.

Including setting and clearing up time

Date(s) required: _____ **Times required:** _____

Type of event: _____

Rooms required:

Main Hall _____ Kitchen: tea/coffee only _____

Small Hall _____ Kitchen: for catering _____

Quiet Room _____

Foyer _____ Number of people expected at event _____

Will food be served at this event? Yes / No

If Yes, self-catering or contracted caterers? _____

Name of caterers, if applicable _____

Will alcohol be served at this event? Yes / No If yes, will this be issued free? Yes / No

If No, this will require a licence. Who is applying? _____

Will there be music at this event? Yes / No If yes Recorded / live

If Yes do you have a PRS/PPL licence Yes / No If No, will you be applying for them? Yes / No

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: _____

It is hereby agreed that the Standard Terms & Conditions of Hire, together with any additional conditions imposed by the PCC shall form part of this Hiring Agreement unless specifically excluded by agreement with the Manager of the Christian Centre in writing. None of the provisions of this agreement are intended to, or will, operate to confer any benefit pursuant to the contracts (Rights of Third Party) Act 1999 on a person who is not named as a party to this agreement. Details of our complaints procedure is contained in Appendix C of the Terms & Conditions of Hire.

Signed by a representative of the Christian Centre Management Committee on behalf of Writtle PCC

Signed: _____ Dated: _____

Signed by the Hirer

Signed: _____ Dated: _____