

Writtle Parochial Church Council (PCC)
Christian Centre Hiring Agreement

Parties: Writtle PCC Christian Centre
and (name) _____
(Organisation) _____

Contact Details ~ Hirer
Address _____
Post Code _____
Phone: _____
Email: _____

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

Date Required Times Required Including setting and clearing up:

Type of Event

Rooms Required (pleaseP)

Large 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 _____

Will alcohol be served at this event? Yes / No
If No, This will require a licence who is applying? _____
if Yes, will this be issued free? Yes / No
@ _____

Will there be music at this event? Yes / No
If Yes do you have a PRS/PPL licence? Yes / No " if yes Recorded or Live
if No, will you be applying for them? Yes / No
" If No do you wan Yes / No
Cont overleaf....

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 _____

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.

Signed by a representative of the Christian Centre Management on behalf of Writtle PCC
Signed: _____ Dated: _____

Signed by the Hirer
Signed: _____ Dated: _____

Details of our complaints procedure is contained in Appendix C of the Terms & Conditions of Hire