

ST CATHERINES HALL

HIRE AGREEMENT & CONDITIONS OF USE

1. The hire of the hall and its rooms is at the discretion of the PCC. However we are required to advise that the connecting rear garden is purely for church group use only and not for hire.
2. If necessary, please allow Church officers reasonable access to the premises throughout the period of hire.
3. The church hall is used for Christian worship. Hirers must not use it for occult activities, or the sale of artefacts associated with the occult or other forms of non-Christian worship.
4. Hire of the main hall includes the use of the kitchen for preparation and service of refreshments. Please leave the kitchen clean and tidy (see kitchen notice board for more details). You will be required to provide your own cleaning / washing / drying equipment.
5. After every function, the hall is to be left in the condition it is found. All tables and chairs are to be returned to the storage area, and please ensure all rubbish is removed from the hall (i.e. taken away with you). Please also ensure that all lighting and heating (if applicable) is switched off.
6. We ask that you do not stick anything on the walls or woodwork.
7. Please report any breakages promptly. Hirers may be liable for the cost of repair or replacement.
8. Smoking is not permitted in any part of the church hall.
9. Alcohol must not be sold (*this should be discussed and agreed with a member of the clergy before a firm booking is made thank you*).
10. Deposit: Subject to the conditions of hire a refundable deposit of £20 is required. Please note this deposit is non-refundable in the event of the above conditions not being adhered to, or if the booking is cancelled with less than 7 days notice.
11. If you are an organisation which services members of the public St Catherine's PCC seeks to remind you it is your responsibility to provide adequate insurance cover. It is also imperative that all organisations that have responsibility for children and young people must have adequate DBS checks in place for all leaders where necessary. Please confirm this in writing.
12. First aid equipment is the responsibility of the Hirer throughout the duration of hiring the hall.
13. It is important that whilst hiring the premises the Hirer is aware of the location of the Fire Exits in case of emergency and of the relevant fire extinguishers.

I/We, the Hirer(s), understand and agree to abide by these conditions.

Signed:..... Date:.....

Name of Organisation (if applicable):.....



ST CATHERINES HALL, Mile Cross

Application for Hire of Premises

Bookings: **Mrs Sue Coward**
 Address: **3 Russell Avenue, Sprowston, Norwich, NR7 8XD – Tel: 01603 403158**
 Email: suejcoward@yahoo.com

Organisation/Group: _____

Name: _____

Address: _____

Telephone Number: _____

Facilities Required (*) **Main Hall.....Kitchen.....Emmaus Room**

Purpose of Use: _____

Date(s) of hire (*please circle date(s) required*)

Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29											
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30										
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30										
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30										
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30										
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30	31									

Times are from:.....am/pm toam/pm

I/We, the Hirers apply for the use of the facilities stated, and if my/our application is approved I/we will pay all letting charges as agreed.

We also agree to the terms and conditions as stated overleaf

(*) Please note the garden is not available for hire.