

**PARISH of WILMSLOW**  
**APPLICATION for HIRE of the PARISH HALL**  
 Tel: (01625) 520309

<b>Date form sent</b>	<i>Thank you for your enquiry. We will hold your provisional booking for the next 7 days only. To confirm, please complete and return this form to the address below by the return date shown</i>	<b>Please return by</b>
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*When signed by a Parish Office representative, this form will become the contract between us*

<b>Name and address</b>
<b>Postcode</b>
<b>Tel.:</b>

<b>Proposed function</b>	<b>Booking starts at (time)</b>	<b>Booking ends at (time)</b>	<b>Approx no of people attending</b>
<b>Day</b>	<b>Date</b>		

<b>Will alcohol be served?</b> <i>Please tick</i>	<b>Yes</b>	<b>No</b>	<b>IF YES, YOU WILL BE RESPONSIBLE FOR THE LICENCE.</b>
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Use of Rooms		Total Cost	Use of special items	Cost	Total Cost
Hourly Rate	£25.00 per hour		Piano (upright)	£5.00	
Morning (9 - 1)	£60.00		Sound System	£5.00	
Afternoon (1 – 6)	£60.00		Staging	£20.00	
Evening (7 – 11)	£60.00		Cutlery & crockery <i>(blue cups etc are free)</i>	£40.00 min	
Fri. or Sat (7pm to 11.45pm)	£120.00				
Supervised Children's Parties (up to 11yrs old)	£50.00				

**NB:** Unless otherwise arranged, the Hall will be opened and locked up after you at the times stated above. *You do not need to collect keys.*

**PAID**  
(cheque/cash, date, taken by whom etc)

<b>TOTAL COST OF HIRE</b> <i>Please make cheques payable to "Wilmslow P.C.C."</i>	£	
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<b><i>We agree to the terms of hire above and on the reverse of this form</i></b>	
Signed by the Applicant	Date:
Signed by Parish Office representative	Date:

**Please return the completed & signed form to**  
**Hall Bookings, Wilmslow Parish Hall, Cliff Rd, Wilmslow SK9 4AA** Tel: (01625) 520309  
*Revision: March 2011*

## Wilmslow Parish

# Terms and Conditions of Business for Hire of Parish Hall, Cliff Road, Wilmslow

### Definitions

1. "Hall" means Wilmslow Parish Hall, Cliff Road, Wilmslow, SK9 4AA including its curtilage and its contents.
2. "PCC" means Wilmslow Parochial Church Council

### Hire of the Hall

3. All applications for hire of the Hall must be in writing on the printed Booking Form ("the Form") and forwarded on completion to the Booking Secretary, The Parish Hall, Cliff Road, Wilmslow, SK9 4AA. The person by whom the Form is signed shall be considered "the Hirer". Where a promoting organisation is named on the Form that organisation shall also be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the Form. The PCC reserves the right to refuse admission to any person or persons at its absolute discretion.
4. This agreement is personal to the Hirer and is non-assignable. This agreement does not create the legal relationship of landlord and tenant and the PCC retains exclusive possession of the Hall. This agreement is personal to the Hirer and may not be transferred or assigned to or shared with another person or organisation.
5. Hire of the Hall does not entitle the Hirer to use or enter the Hall at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the PCC nor does it imply or give to the Hirer any rights of occupation over the Hall or any rights of any other kind over the Hall.
6. If for regular hire of the Hall a key is issued, a deposit will be required which will be refundable upon return of the key on termination of use.
7. One month's notice of termination of use by a regular Hirer is to be given by either side. However the PCC shall not incur any liability to the Hirer whatsoever other than for the return of any charge paid in respect of such cancelled hiring. In case of cancellation by the Hirer, the Hirer is requested to ensure that the Parish Office is notified accordingly.

### Good order

8. The Hirer shall be responsible that good order is kept in the Hall during the hire period and shall be liable for any costs in keeping and/or restoring good order.
  9. Hirers shall have due regard for the purpose of the Hall as a Christian centre. Therefore in accepting the Church's hospitality the Hirer will not do anything that could cause embarrassment.
  10. No part of the Hall shall be used for any non-Christian religious ceremony being either a whole or part of any activity in respect of the Hiring.
  11. The PCC may enter the Hall at any time for the purpose of ensuring that the Hirer is using the Hall in accordance with the terms of these letting conditions. The PCC may act through any authorised officer.
  12. No excisable liquor shall be sold or supplied unless a Temporary Event Notice for the Hall shall be in force at such time and the hirer (whose sole responsibility it shall be to determine whether such Notice is required and at his own expense to apply for and obtain such Notice) shall be prepared to produce the same to the PCC before the commencement of the hiring and shall at all times comply with the terms and conditions upon which such Notice has been issued and shall indemnify the PCC against any breach non-observance or non-performance thereof which may occur during or in connection with the hiring.
  13. The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
  14. The Hirer shall at the end of the period of the hiring leave the Hall in a clean and orderly state.
- All property of the Hirer including advertisements, posters, rubbish, food, etc. must be removed at the end of the period of the hiring.
15. The Hirer undertakes that they will not be deemed to be a nuisance or cause damage affecting any neighbouring property.
  16. Commercial usage of the Hall is not permitted.

### Liability for Loss, Damage, Injury etc.

17. The PCC cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons during the period of hire. Cars and their contents are left at owners' risk.
18. The Hirer is to take good care of and not cause any damage to the Hall or to any fittings, equipment or other property in the Hall and save to the extent that the PCC may be indemnified by insurance the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible or anyone permitted by the Hirer to enter the Hall.
19. The Hirer shall indemnify the PCC against any infringement of copyright and/or licence which may occur during or in connection with the hiring.
20. The Hirer shall insure against any third party claims which may arise whilst using the Hall.

### Health and Safety

21. The Hirer shall ensure that any activities for children comply with the provisions of the Protection of Children Act 1999, the Children Act of 1989 and any other relevant legislation together with any conditions required by Social Services and that only fit and proper persons have access to the children. The Hirer shall ensure that the children are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring and by ensuring all necessary Child Protection checks have been undertaken. It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the Hall. The PCC accepts no responsibility for the Hirer's failure to comply with these requirements.
22. All spaces in the Hall are No Smoking Areas.
23. The Hirer shall ensure that any electrical appliances brought into the Hall and used there shall be safe and in good working order and used in a safe manner. Any additional electrical installations must be agreed with the PCC prior to the hiring.
24. All scenery used by the Hirer must be fireproofed.
25. The Hirer shall take all reasonable precautions against cause of fire. No articles of a specifically combustible inflammable or dangerous nature may be stored in or brought into the Hall.
26. Hirers must familiarise themselves with the location of all exits, emergency exits and fire extinguishers. No exits may be blocked, chairs or obstructions placed in corridors, or fire appliances removed or tampered with.
27. It is the responsibility of the Hirer to ensure that the Hall is safe for the purposes for which they intend to use it. The Hirer is responsible for any accident or injury arising out of the activity for which they have booked the Hall. Any apparatus or equipment involved must be retained for inspection. As soon as possible after an accident or incident but in any case before the Hall is vacated by the Hirer the Hirer is required to complete details of any accident or incident occurring during their occupation of the Hall which did or could give rise to injury. An Accident Book is provided for this purpose and is located in the kitchen. The hirer must notify the Parish Office as soon as possible after an accident, but in any event within 24 hours.
28. The Hirer is responsible for contacting any Emergency Services if required.

### Refreshments

29. When refreshments are to be served during the hiring prior arrangements should be made beforehand with the PCC as to the rooms and equipment to be used. The Hirer or his caterers as the case may be must provide their own equipment unless prior arrangements to the contrary have been made with the PCC.

### Display of advertisements, etc.

30. No advertisements, bills, flags emblems or other decorations shall be displayed inside or outside the Hall without the previous written consent of the PCC who shall have absolute discretion to withhold such consent. No fixings of any kind shall be applied to any part of the Hall nor shall any placards or other articles be affixed thereto.

### Amendments

31. Any amendment to these hiring conditions shall be invalid unless it is in writing signed by the parties and shall be supplemental to this agreement which in all other respects will remain in full force and effect.

### Notices

32. All notices, demands or requests by either party to the other shall be in writing and shall be sufficiently served if delivered by hand or sent by first class post or recorded delivery, in the case of a notice, demand or request to the Hirer, to the address of the Hirer specified in the Booking Form, and, in the case of a notice, demand or request to the PCC to the Parish Administration Manager, **Wilmslow Parish Hall Cliff Road Wilmslow SK9 4AA.**