

## Application for the Hire of Church Premises

Name of Hirer:	Address:
Name of Organisation (if applicable):	
Daytime Phone Number:	
Email address:	

Type of Booking	Single Event <input type="checkbox"/>	Monthly <input type="checkbox"/>
	Weekly <input type="checkbox"/>	Other (please specify) _____
Premises Required	Church <input type="checkbox"/>	Both <input type="checkbox"/>
	Church Hall <input type="checkbox"/>	

Date(s) Required	
Time Required (tick all that apply)	08:30 – 13:00 <input type="checkbox"/> 17:00 – 23:00 <input type="checkbox"/> 13:00 – 17:00 <input type="checkbox"/> Other (by arrangement) <input type="checkbox"/>

Nature of Event	
Number of Attendees (approx no of audience & organisation members)	

Refreshments required * (see clause 5 of the booking conditions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Poster Required * (see clause 5 of the booking conditions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Resources Required * (e.g. tables, chairs, staging etc – subject to availability)	
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**\* If you do not indicate requirements here, it is assumed they will NOT be provided by the church.**

Please accept my application to hire premises as requested, for the purposes stated on this form. I have read, understood and agree to abide by the booking conditions relating to the hire of the premises. I acknowledge that this request does not constitute a hire agreement until agreed by the Rector or his appointee.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Please return this form to: The Parish Office, St Mary's Hall, Mount Street, Diss, IP22 4QG.

On behalf of the PCC:
Booking accepted by _____ on _____

## Terms and Conditions of Hiring Church Premises

1. The 'hirer' shall be regarded as the responsible person during the period of hire, and shall be responsible for the care of the premises and the conduct of guests. All hirers must be over 18 years of age. It is required that the hirer is present upon the premises during the period of hire.
2. The hirer will be responsible for ensuring all appropriate children's statutes and child protection guidelines are met.
3. The hirer accepts that public liability insurance is required to cover the event for which the premises are being hired. Signing the agreement confirms that this is in place. Public Liability Insurance is not provided by the Church.
4. It is the hirer's responsibility to ensure that they familiarise themselves, and anyone else in the building during the time of the hire, with any safety precautions. Specifically the hirer will be regarded as the responsible person for the purposes of fire safety legislation.
5. No publicity or catering will be provided unless the event is solely to raise funds for the church.
6. If the kitchen is to be used, the hirer becomes responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations.
7. Times of booking are deemed to include setting up / clearing away. Hirers should ensure that they have allowed time for this in order that they are clear of the premises according to their hire time. Premises must be left in a clean and tidy condition, all equipment not provided by the Church is removed and any notices concerning heating etc are observed and complied with.  
The church reserves the right after the event to make a reasonable charge for cleaning or damage above normal wear and tear.
8. Alcohol may not be sold on the premises, nor must a license be applied for. Alcohol may be brought on to the premises to give away only however, no mention of alcohol must be included in any promotional material for the event (e.g. do not even put 'including a free glass of wine')
9. The hirer is responsible for ensuring that all relevant legislation and copyright processes are followed and gained. Hirers will be invoiced for the cost of any penalties levied on the Church for any breaches.
10. No smoking is allowed in any part of the building or grounds.
11. No animals are permitted with the exception of Guide Dogs accompanying their charge.
12. No contract of hire exists between the parties until this application has been processed and approved by the Rector or an appointee, with an approved copy being returned to the applicant.
13. The church building is a working and active place of worship and from time to time the Rector, or his appointee, may be required to cancel hired bookings if use for church activities is deemed to take precedence (for example, funeral services). In such an event, the hirer will be given as much notice as possible, and offered an alternative date or time. There will be no obligation to pay the hirer any compensation arising from such a cancellation.
14. The hirer should note that the church reserves the right to cancel the booking at any stage if it becomes apparent that the event is contrary to the information disclosed on the booking form. There will be no obligation to pay the hirer any compensation arising from such a cancellation.

**Keys may be collected from the Parish Office Mon–Fri between 9am and 12 noon  
(Friday collection for weekend events)**

For enquiries please contact

The Parish Office, St Mary's Hall, Mount Street, Diss, IP22 4QG  
Tel: 01379 643783 Email: [secretary@dissparishchurch.org](mailto:secretary@dissparishchurch.org)