

**ST LAURENCE PARISH CHURCH AND PASTORAL CENTRE**  
**173 CHURCH ROAD, NORTHFIELD, BIRMINGHAM B31 2LX**

**OCCASIONAL LETTING AGREEMENT**

Agreement between St Laurence Parish Church and Pastoral Centre (Church)

and: \_\_\_\_\_ (Hirer)

Hirer: Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Room(s) to be used: \_\_\_\_\_

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Hire fee: £ \_\_\_\_\_

Deposit paid: £ \_\_\_\_\_ Security deposit (damages/breakages/cleanliness): £ \_\_\_\_\_

Balance payable £ \_\_\_\_\_ by \_\_\_\_\_

Cheques to be made payable to: St Laurence PCC

Key(s) issued: \_\_\_\_\_

Signed: \_\_\_\_\_ (on behalf of the 'Church')

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ (Hirer)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

**If your event involves children or vulnerable adults a Signed Safeguarding Statement MUST be attached**

Organisations only: Evidence of Public Liability Insurance MUST be attached .....

## **CONDITIONS OF HIRE AND USE**

**Fees:** The hire fee shall be paid in advance.

**Damages / Breakages / Cleanliness:** A deposit (£50-£200) is payable in advance to offset the cost of any damage to or theft of our property or to pay for additional cleaning if the room(s) require additional cleaning as a result of the hire. Cleaning materials are available in the kitchen areas.

**Security:** If the Parish Office is open, security rests with the Church. At all other times, the Hirer shall ensure the security of the building, working in conjunction with other users as appropriate. If the front door is unlocked, the Hirer shall ensure someone is present at all times in the entrance lobby, otherwise the door shall remain locked. The Church is not liable for any loss or damage to any property owned by the Hirer, or their members/visitors, either inside or outside the Pastoral Centre. If you are a keyholder, the key must be kept at all times by the Hirer in a safe place with any identification and not lent to any other person. The Hirer shall inform the Church of any security concerns or incidents at the first available opportunity.

**Drugs** The Church has a zero tolerance in respect of drugs misuse. If the Hirer is found to be condoning any illegal drug/solvent activity whilst using the Pastoral Centre, the let shall terminate immediately and/or the Hirer will not be allowed to hire any room in the Pastoral Centre in future. A copy of the Church's policy is available in the Parish Office.

**Vulnerable Adult and Child Protection** The Church has a comprehensive Safeguarding Policy and the Hirer is expected to ensure that vulnerable adults and/or children are protected and safeguarded appropriately during the period of the room hire. A copy of the policy is available in the Parish Office. If during the period of hire there will be unaccompanied vulnerable adults and/or children present, the Hirer must sign a Safeguarding Statement to confirm appropriate arrangements to ensure their safety.

**Insurance:** The Church's insurance policy does NOT indemnify any non-church groups or individuals hiring any rooms within the Pastoral Centre. If you are hiring a room on behalf of a group or as an individual it is your responsibility to ensure you have appropriate public liability insurance and we may request evidence of this.

**Fire Safety:** The Pastoral Centre has a fire alarm system, which is tested on a weekly basis. In the event of a fire the alarm should be activated and/or in the event of it sounding the Hirer shall ensure the safe evacuation of all those using the room(s) being hired (including communal areas) where safe to do so. Fire notices are affixed throughout the Pastoral Centre and the Hirer should make themselves aware of the safety, evacuation and meeting place. The Hirer shall ensure that all fire exits are kept clear at all times. The Hirer shall inform the Church of any safety concerns or incidents at the first available opportunity.

**First Aid:** It is the Hirer's responsibility to provide first aid provision as considered appropriate. First aid provisions are kept in the lobby area and in the kitchen. The Hirer shall inform the Church at the first available opportunity if the first aid kit is missing or stock is low.

**Health & Safety and Accident / Near Miss Reporting:** During the period of hire you are responsible for any accident or injury arising out of the activity for which you have the room(s). It is the Hirer's responsibility to ensure that the premises are safe for the purpose for which the room(s) are being hired. The Hirer shall keep a written record of any accident or near miss incident and provide a copy to the Church at the first available opportunity.

**Use of Room(s):** Only the room(s) listed overleaf may be used by the Hirer. Hirers of rooms on the ground floor have access to the main kitchen and Hirers of rooms on the first floor have access to the small kitchen along the first floor corridor. Toilet facilities are available on both floors. The garden is NOT available for use without written consent.

**Access:** Due to the layout of the Pastoral Centre and ongoing parish activities access to your room(s) or through your room(s) may be required. This will be done as quietly and discreetly as possible to avoid any interruption.

**Notice to Terminate:** This agreement may be terminated at any time by the Hirer. Any deposit paid is non-refundable. The security deposit will be returned. If the full fee has been paid – this will be reimbursed (minus the deposit) where the agreement has been terminated with one week's notice.

**Emergencies: In the event of an incident which requires immediate attention by the Church please ring: 0121 477 3111 (Rectory) 07716 658 239 (Lorraine, Parish Administrator)**

**I have read, understood and accept these conditions of hire:**

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_