

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

Date form sent	<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>	Please return by
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When signed by a Parish Office representative, this form will become the contract between us

Name and address	
Postcode	
Tel.:	

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

Will alcohol be served? <i>Please tick</i>	Yes	No	IF YES, YOU WILL BE RESPONSIBLE FOR THE LICENCE.
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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		Audio Visual (TV, VCR, CD, screen etc)	£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)

TOTAL COST OF HIRE	£	
25% OF THE TOTAL COST IS ENCLOSED WITH THIS FORM AS A NON RETURNABLE DEPOSIT <i>Please make cheques payable to "Wilmslow P.C.C."</i>	£	
OUTSTANDING BALANCE	£	

We agree to the terms of hire above and on the reverse of this form

<i>Signed by the Applicant</i>		Date:
<i>Signed by Parish Office representative</i>		Date:

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

CONDITIONS OF LETTING

- Interpretation clause** 1 In these Conditions the following expressions shall have the following meanings assigned to them:-
- a. "the Hall" shall mean and include the Parish Hall, Cliff Road, Wilmslow, Cheshire SK9 4AA and each and every part thereof including the curtilage thereof and all fixtures and fittings contained therein
 - b. when referred to singly "the Board" shall mean the Chester Diocesan Board of Finance
 - c. when referred to singly the expression "the Church Council" shall mean the Parochial Church Council of the Parish of St. Bartholomew Wilmslow in the Diocese of Chester
 - d. "the Owner" shall together mean and include the Board and the Church Council.
- Hire of Hall** 2 All applications for the hire of the Hall must be in writing on this printed form and forwarded on completion to the Booking Secretary The Parish Hall Cliff Road Wilmslow Cheshire SK9 4AA. The person by whom this application form is signed shall be considered the hirer. Where a promoting Organisation is named overleaf that Organisation shall also be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.
- Charges** 3 Unless otherwise agreed, a non-returnable deposit must be paid at the time of hiring and no booking will be accepted until such payment has been made.
- Copyright** 4 No copyright dramatic or musical work shall be performed or sung without the Licence of the owner of the copyright and all such licences shall be produced to the Church Council before the commencement of the hiring. The hirer shall indemnify the Owner against any infringement of copyright and/or Licence which may occur during or in connection with the hiring.
- Sale of Liquor** 5 No excisable liquor shall be sold or supplied unless an occasional licence for the Hall shall be in force at such time and the hirer (whose sole responsibility it shall be at his own expense to apply for and obtain such occasional licence) shall produce the same to the Church Council before the commencement of the hiring and shall at all times comply with the terms and conditions upon which such occasional licence has been issued and shall indemnify the Owner against any breach non-observance or non-performance thereof which may occur during or in connection with the hiring.
- Music & Dancing** 6 All the conditions attached to the entertainment Licence and/or the Music and Dancing Licence (and/or the Theatre Licence) for the Hall shall be duly observed. A copy of each such Licence held may be seen upon application to the Church Council and the hirer shall be deemed to have had notice of all such conditions.
- Stage Plays** 7 No stage play shall be performed unless there is in existence a Theatre Licence for the Hall duly obtained at the expense of the hirer from the appropriate Authority and evidence thereof produced to the Church Council and the stage play shall have been previously approved by the Church Council.
- Hours of use** 8 The 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 Church Council.
- Sub-letting etc. Responsibility of hirer for damage** 9 This agreement is personal to the hirer and is non-assignable. The hirer shall not sub-let or otherwise part with possession of the Hall or any part thereof.
- Owner not to be responsible for loss or damage** 10 The hirer is responsible for all damage to the Hall and to any property in the Hall (including the furniture and fittings thereof) occurring during the period of the hiring or when persons are entering or leaving the Hall pursuant to the hire howsoever and by whomsoever caused.
- Right of entry** 11 The Owner shall not be responsible for any loss of or damage to any property arising from the hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery failure of supply of electricity leakage of water fire Government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Owner against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall during the hiring in respect of any such loss damage or injury.
- Good order** 12 The right of entry to the Hall is reserved to the Church Council and any other servant or agent of the Church Council and any police officer at any time during the hiring.
- Disorderly entertainment Prohibitions of nails placards etc.** 13 The hirer shall be responsible that good order is kept in the Hall during the hiring and the Owner may if he thinks fit charge the hirer for any extra expense he may incur for engaging police constables or others to preserve order prior to during or after any entertainment or meeting in the Hall.
- Display of posters etc Removal of decorations** 14 The Owner reserves the right to put a stop to any entertainment or meeting not properly conducted or which in the opinion of the Owner may cause damage to the floor or any other part of the Hall.
- Cleansing Removal of hirers property** 15 No bolts nails tacks or screws bits pins or other like objects shall be driven into any part of the Hall nor shall any placards or other articles be affixed thereto.
- Fire proofing Exits Lighting** 16 No advertisements bills posters placards flags emblems or other decorations shall be displayed inside or outside any part of the Hall without the previous consent of the Church Council who shall have an absolute discretion to withhold such consent.
- No auction sales Refreshments** 17 The hirer shall remove any advertisements bills posters placards flags emblems or other decorations displayed inside or outside the Hall if in the opinion of the Church Council it shall be unseemly or expose the Hall to undue risk of fire or in the opinion of the Church Council is likely to lead to a disturbance or a breach of the peace.
- Cloakroom** 18 The hirer shall at the expiration of the period of the hiring leave the Hall in a clean and orderly state.
- Parking of vehicles** 19 Property of the hirer and the hirer's servants and agents must be removed before 12 noon of the day next following the period of the hiring or fees will be charged for each day or part of a day until the same is removed. The Owner accepts no responsibility for any property left in the Hall after the hiring. In the case of bazaars jumble sales and any other occasion when property is brought into the Hall for sale all property remaining unsold at the termination of the hiring will be considered to be the property of the hirer for the purposes of this condition.
- Cancellation by the Church Council Admissions Notices etc.** 20 All scenery and costumes used for stage performance or the like must be fireproofed.
- Requirements of Insurers** 21 No exits may be blocked chairs or obstructions placed in corridors or fire appliances removed or tampered with.
- Nuisance** 22 No additional lights or extensions from the existing electrical light fittings and/or other electrical installations shall be used without the previous consent of the Church Council, nor shall the hirer interfere with the circuits or switchgear nor overload the electrical installations or circuits. Any additional lights or extensions for which consent shall be given as aforesaid shall be correctly fused and connected to suitable sockets at the expense of the hirer.
- 23 No part of the Hall shall be used for the sale of carpets or furniture or real property by auction or otherwise.
- 24 No refreshments are to be served during the hiring unless arrangements have been made beforehand with the Church Council as to the rooms and equipment to be used for the service of such refreshments. 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 Church Council in which case the hirer shall be liable for all breakages which shall be charged to him at replacement cost.
- 25 The hirer is responsible for the engagement of such cloakroom attendant as may be necessary and the Owner shall not be responsible for the loss of or damage to any property deposited in any such cloakroom and the hirer shall indemnify the Owner against any claim which may arise by reason of the loss or damage of any such property.
- 26 In order that full use shall be made of the car parking facilities all vehicles shall be parked within the parking spaces marked within the car park and drivers shall comply with any written or verbal request from the Church Council to park in a particular place. In the interests of the amenities of the Owners and occupiers of the adjoining residential property all unnecessary noise must be avoided. All emergency exits must be left unobstructed and the front of the Hall must be left clear for access by motor vehicles leaving and collecting passengers.
- 27 The Church Council may cancel any hiring at any time if the Hall is required for the purpose of any Church meeting or other Church function or in an emergency and in such an event the Church Council shall not incur any liability to the hirer whatsoever other than for the return of any charge paid by him in respect of such cancelled hiring.
- 28 The Church Council reserves the right to refuse admission to any person or persons at its absolute discretion.
- 29 Any notice demand or request hereunder shall be in writing. For the purposes of these conditions the Church Council shall act by the Booking Secretary duly authorised by the Parish Hall Management Committee and any notice or request to the Church Council shall be sufficiently served if sent to it by first class prepaid post addressed to the Booking Secretary Wilmslow Parish Hall Cliff Road Wilmslow SK9 4AA aforesaid and any notice demand or request by the Church Council to the hirer shall be sufficiently served if sent to him by first class prepaid post addressed to the hirer at the hirer's address given in the application form and any such notice demand or request by the one party to the other shall be deemed to be made or served on the next working day following the date of posting.
- 30 No articles of a specially combustible inflammable or dangerous nature may be stored or brought into or upon the Hall. Nothing may be permitted or suffered by reason whereof any insurance effected on the Hall may be rendered void or voidable. The hirer must comply with all recommendations of the insurers as to fire precautions relating to the Hall.
- 31 No act matter or thing whatsoever may be done, permitted or suffered in the Hall or any part of the Hall which may be or tend to the nuisance annoyance damage or disturbance of the Church Council or the owners tenants lessees or occupiers of any adjoining or neighbouring property.