

ST CATHERINES HALL

HIRE AGREEMENT & CONDITIONS OF USE

1. The hire of the hall and its rooms is at the discretion of the PCC.
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.
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. Please report any breakages promptly. Hirers may be liable for the cost of repair or replacement.
7. Smoking is not permitted in any part of the church hall.
8. Alcohol must not be sold (*Please discuss the use of any alcohol with Rev P Mackay at time of booking, thank you*).
9. Payment: Full payment for period of hall hire is required at time of booking along with a refundable deposit of £20. 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.
10. 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 CRB checks in place for all leaders where necessary. Please confirm this in writing directly to the Vicar, Revd Paul Mackay.
11. First aid equipment is the responsibility of the Hirer throughout the duration of hiring the hall.
12. 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. In the event of the fire alarm being activated, please vacate the building immediately, leaving all possessions until you are certain or have been advised it is safe to return. Contact Numbers in case of an emergency are displayed by the alarm.

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

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

COPY FOR HIRER



ST CATHERINES HALL

Mile Cross

Application for Hire of Premises

Bookings: Revd Paul Mackay or Mrs Sue Mackay
 St Catherines Vicarage, Aylsham Road, Norwich, NR3 2RJ - Tel: 01603 426767
 (Alternative enquiry contacts: Churchwardens: Mrs Ruth Lambert (410565) & Mr Brian Garner (470120))

Organisation/Group: _____

Name: _____

Address: _____

Telephone Number: _____

Facilities Required Main Hall.....Kitchen.....Upstairs 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.

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