



St Laurence Centre External Hire Agreement:

Name of Individual/Organisation (The 'Hirer'):

Contact Name:

Phone Number:

Email address:

Address:

Purpose of Hire:

Date required:

Time required (inc. setup time): from _____ to _____

Number of people expected:

You will be invoiced for the use of the SLC and prompt payment would be appreciated.

Declaration:

I have read and agree to abide by the conditions set out in the Yare Valley Churches SLC Hire Agreement.

Signed:

Date:

Please return to Lisa Taylor (Resources Manager) at yvc@dioceseofnorwich.org
or c/o The Parish Office, The Rectory, 73 The Street, Brundall, Norwich, NR13 5LZ

Upon receipt of completed application, your booking will be checked and confirmed to you. All bookings are evaluated to ensure they are appropriate and suitable. Please wait for our confirmation before publicising any event to avoid disappointment. Completion of this application form does not guarantee a booking.

Conditions of Hire [The St Laurence Centre]

1. Once booking confirmation has been received, the hirer agrees to paying the full amount invoiced, even if the event is cancelled less than two weeks before the agreed booking date.
2. The Yare Valley Churches PCC reserves the right to cancel the booking if exceptional circumstances arise - in this case, the hirer will not be charged, or a refund given (whichever is applicable).
3. The Hirer shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises.
4. **The Hirer shall leave the premises and its contents in a clean and tidy condition, returning all furniture used or moved to their original storage place.**
5. You may not, without specific prior written agreement from the PCC undertake any of the following activities:
 - a. Gaming, betting or lotteries
 - b. Showing of copyright films or productions
 - c. Playing of copyrighted live or recorded music
 - d. Sale of alcohol
 - e. Use of amplification equipment
6. The Hirer shall comply with all Food Safety regulations. The PCC accepts no responsibility for food served on the premises during hire periods.
7. You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
8. The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
9. The Hirer is responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
10. The Hirer will be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
11. The Hirer shall not sublet or use the premises for any unlawful purposes or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users or any insurance policies relating thereto.

12. The PCC carries out regular health and safety inspections and will ensure that the building is safe to use. The Hirer is asked to report to the Resource manager (yvc@dioceseofnorwich.org) anything that they deem requires attention.
13. The Hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises or contents of the building during, or as a result of, a booking.
14. The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
15. The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of Landlord and Tenant exists between them.
16. The Hirer is responsible for any accident or injury arising out of the activity for which they have hired the premises. The Hirer must, in the event of an accident, complete the accident book which is located in the kitchen and inform the booking coordinator.
17. The Hirer shall abide by the PCC Safeguarding Policy:
(https://yarevalleychurches.org.uk/res/Safeguarding/parish_safeguarding_handbook_october_2018.pdf)
and report any concerns relating to the abuse of children or vulnerable adults to the relevant authority, as set out in the agreed policy.
18. Payment is due within 21 Days of the invoice being received.
19. The Centre will usually be unlocked. In the event that it should be locked, a key is located in the key safe to the left of the front door - the code is changed regularly and will be provided to you at the point of booking confirmation. Please replace the key in the safe after use.
20. In line with our Data Protection Policy (available on the website: yarevalleychurches.org.uk) hirer details will be kept on our Information Management System (iKnow) to enable effective communication and invoicing. Once an individual or organisation is no longer hiring the SLC, their details will be deleted from the system. Hirer's details will never be passed to a third-party.

At the end of your session:

- Please remove all food from the fridge and kitchen.
- Vacuum the carpet in the hall, entrance area and kitchen
- Ensure that the bins are emptied (even if they are not full)
- Wipe down surfaces (including tables) with antibacterial spray
- Throw all used dishcloths away
- Switch OFF the water boiler and water heater. Please leave the oven ON at the wall. Wall heaters should usually be switched OFF, unless it is in the cold months when 2 heaters in the main room should be left on, but turned down to 12 degrees.
- Switch OFF the lights in the kitchen and main room. The lights outside the main entrance as well as those in the entrance hall and toilet are linked to a motion sensor and will switch on and off automatically. The lights outside the back door are operated by the light switch in the entrance area which need to manually be switched OFF.
- Lock and replace key (if used).