



Holy Trinity Church

Amblecote, Stourbridge, West Midlands

www.holytrinityamblecote.org.uk



Church Hire Agreement

Church Copy

Estimated number of people to be in attendance _____

This Agreement, made and entered into this _____ day of _____, 201____ by and between the Parish Church of the Holy Trinity, Amblecote, Stourbridge and _____ (hereafter referred to as the Hirer).

The PCC of Holy Trinity Church agrees to hire the Church Building to the Hirer for the purpose of _____

and no other purpose **commencing** at _____ o'clock _____.m. on the _____ day of _____, 201____ this is to include setup time before the event

and **ending** at _____ o'clock _____.m. on the _____ day of _____, 201____ including breakdown and clean-up time after the event.

Hire Payment. The Hirer shall pay the total sums in the amounts and at the times set forth herein below:

- **Flat fee** (payable in all cases) **£70.00** to be payable on signing this agreement and which is non-returnable.
- **Returnable Security Deposit** of **£100** (by signed cheque to be retained and then returned to the Hirer within 14 days of the event providing that the Hirer has fulfilled all promises and covenants contained in this Agreement and has paid the additional/extraordinary fees, if any, below).
- **An additional fee** amounting to **10% of any ticket sales** to be payable within seven days of the event.
- **Extraordinary fees** for the use of Pipe Organ, Keyboard, Public Address system as detailed in the Conditions of Hire.

All cheques are to be made payable to 'Holy Trinity Amblecote.'

Please ensure that the conditions over-leaf have been read and signed.

Fees		Cheque for returnable Security Deposit received <input type="checkbox"/>
Flat Fee	£ 70.00	
Extraordinary Fees	£ _____	Fees received by _____
Sub Total	£ _____	
Additional Fee 10% of Ticket Sales	£ _____	Date _____
Total	£ _____	



CONDITIONS OF HIRE



This Church is the 'House of God' and all Hirers are expected to treat the building with respect.

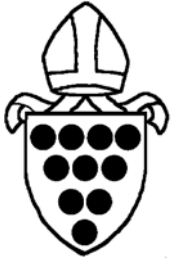
- The Church nor its trustees, representatives, employees, or agents may not be held liable in any way for an occurrence in connection with the activity which may result in injury, harm or other damages to your organisation and guests, invited or not.
- The Hirer is not covered by the Insurance held by the Church and should arrange appropriate cover.
- The P.C.C. will not be held liable for any loss or damage to the Hirer's property, equipment or effects. Parking in the car park is at owner's risk.
- Items of Church furniture may only be moved by prior arrangement with the Vicar or Church Wardens.
- The use of the Church Organ or Digital Keyboard will only be permitted with the agreement of our Organist and a fee of £60.00 paid for the use of the pipe organ and £30.00 for the digital keyboard. Any damage to either instrument will be chargeable, at cost, to the Hirer.
- The Hirer is responsible for obtaining any permissions or licences that may be needed for their event.
- The Hirer should provide their own public address/amplification system if this is considered necessary although the Church sound equipment may be used for a fee of £20.00.
- Hirers should familiarise themselves with the location and workings of fire extinguishers and exit doors prior to the start of the event and should provide appropriate and adequate stewarding for their event.
- It is the Hirer's responsibility to return the building to its condition prior to the hiring and any extra cleaning that is required will be charged at £20.00 per hour.
- The Church is not licensed for the sale of alcoholic drinks.
- The building is a totally non-smoking area.



I accept the conditions of hire on behalf of _____

Signed _____

Position within Organisation _____



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