

St. Edmunds Church, Crickhowell

Hire Agreement

The point of contact on behalf of the Church Committee of St Edmund's Church (hereinafter referred to as "the CC") is the bookings secretary. Email bookings@crickhowellparish.org.uk

1. The hirer shall nominate an individual person as a point of contact for the hirer and give the name, telephone number (or numbers) and e-mail address of this person. In the event of another person being nominated in their place they shall promptly inform the point of contact of the amended contact details.
2. The hirer shall not use the church or churchyard for any purpose other than that described in the hire agreement and shall not sub-let the church/churchyard and shall not allow church/churchyard to be used for any unlawful purpose, nor in any unlawful way, nor bring onto church premises anything which may endanger the premises or any person or persons on the premises.
3. The hirer shall not, without the prior consent of the CC:
 - a) bring into or use on the church premises any electrical appliances or equipment; it is a condition that any agreed electrical appliances or equipment must have and clearly display a valid PAT test sticker;
 - b) bring into or use on the church premises any furniture, staging or other equipment;
 - c) move any of the furniture, fixtures, fittings or accoutrements of and within the church building.
4. **Hirer's property.** The hirer shall by the end of the period of hire remove from the church/churchyard any property, furniture, staging or equipment or appliances of any kind which has been brought onto the premises of the church/churchyard.
5. **Fire and evacuation.** The hirer shall nominate a Temporary Responsible Person who will be responsible for all aspects relating to safety during the period of hire.
 - a. The hirer shall complete a Seating Plan, using the template provided, which includes an approximate number of persons expected to attend the event, and the maximum number who will be permitted.
 - b. The hirer shall complete an event-specific Risk Assessment, using the template provided, which must be provided to the point of contact with the signed Hire Agreement prior to the event taking place.
 - c. Immediately before the start of the period of the hire the Temporary Responsible Person must have familiarised themselves with the location of exits from the building and with the location and nature of fire extinguishing appliances within the building and the instructions for and method of evacuation of the church building in the event of fire

or other emergency, since the hirer is legally responsible for the safety of all those in the building during the event, including any time spent rehearsing, setting up beforehand and dismantling.

- d. Hirers of the church will be held fully responsible for ensuring that there is no overcrowding and that the building can be evacuated safely in case of emergency. The maximum safe capacity of the church is 365 persons.
 - e. The hirer shall ensure that there is a minimum of 4 stewards on duty during the event. All must be instructed in the action to take in the event of an emergency, and particularly the evacuation of the building.
 - f. The hirer shall ensure that during the period of hire no exit from the building is blocked, the main aisles are kept clear, and no fire extinguishing appliance is obstructed, removed or tampered with.
6. **Notices.** The hirer shall comply with any reasonable directions given on behalf of the CC in respect of the health and safety of those using or visiting the church during the period of hire, and the hirer will be provided with a copy of notices which are to be read out at the start of each event.
7. **Food.** The church building and premises are neither licensed nor authorised for the preparation or the cooking of food on the premises and such activity is not permitted.
8. **First aid.** The hirer shall be responsible for providing first aid cover and equipment.
9. **Worship.** No act of worship or religious festival of any kind may be held without the prior written consent of the CC.
10. **Indecent material.** No indecent or offensive material may be displayed in, upon or outside the church buildings and the CC reserve the right, via any church officer, minister of St Edmund's Church, or other person delegated by them to deal with a booking, to require the removal of any text, picture, poster or object which it appears to them in their absolute discretion may cause offence or is incompatible with display in a Christian church.
11. **Animals.** No animal or animals (except assistance dogs) may be brought into the church buildings without the express permission of a church officer, minister of St Edmund's Church, or other person delegated by the CC to deal with a booking.
12. **Damage to church property.** The hirer shall take care to avoid damage to any fixtures, fittings or equipment, or any other thing within the church or churchyard, or to any part of the church building (fair wear and tear excepted), and shall be responsible for making good or paying for repair of, or replacement reasonably required.
13. **Insurance.** If not provided at the time of initial application, the hirer shall carry, and shall produce to the point of contact for the CC not less than 14 days before the start of hire a copy of a certificate of Public Liability insurance, giving cover of at least £1,000,000.

- 14. Cancellation.** The CC reserve the right to transfer any booked date, or to cancel any hire booking at any time and at their sole discretion.
- 15. Loss or damage to the hirer's property.** The CC shall not be liable under any circumstances for loss or damage to property of the hirer whatsoever when using the church/churchyard, whether occasioned by theft, leakage of water, fire, breakdown of machinery, or in any other way.
- 16. General exclusion.** The CC, Churchwardens, and Church in Wales shall not be liable under any circumstances for economic or consequential loss arising out of, or in connection with the use of the church/churchyard under this hire, or from any cancellation of hire under clause 14 above.
- 17. Payment** of the agreed hire fee shall be made by payment of a non-refundable deposit of 10 per cent of the hire fee and the balance at least 14 days before the start of the period of hire unless otherwise agreed.