St Marys Knaresborough

Agreement for occasional hire of facilities at …St Mary's Church Hall Knaresborough ……

This agreement is made between (1) St Mary's Church, Knaresborough and
(2) the **Hirer** (see below):

Hirer

All correspondence regarding the hire is to be sent to the Trustee's local authorised representative at:

Name **The Hall Manager** **Tel:- 07867784663**
Address **St Mary's Church**
25 Bond End
Knaresborough HG5 9AW **Email :- shirleyannknowles@outlook.com**

It is agreed as follows:

1. Definitions:

1.1 "The Premises" means: **Main Parish Hall, Toilets, Kitchen and Car Park**
1.2 "The Trustee's authorised representative" means the Parish Priest or his nominated delegate.
1.3 "The Standard Conditions" means the Trustee's Standard Conditions of Hire a copy of which is attached to this Agreement.

2. Hiring:

In consideration of the Hire Fee (detailed below) being paid by the Hirer the Trustee agrees subject to the Standard Conditions to permit the Hirer to use the Premises for the Purpose of the Hire during the Period of the Hiring.

Details of the Hire

Hirer:
Hirers Contact Name:
Hirers Address:
Hirers Telephone: **Hirers Mobile:**
Hirers Email:
Purpose of Hire:
Period of Hire: **From:** **To:**
Repeat Hire?
Time of Hire: (note 1) **From:** **To:**
Hire Fee:

The Hiring Fee is payable 28 days in advance of the Period of Hire, or as otherwise agreed.

Cancellation: Charges for any cancellation of the hire will be made on the following basis:	
Received 28 or more days prior to the hire date 0% of the hire fee.	Received 14 or more days prior to the hire date 25% of the hire fee.
Received 7 or more days prior to the hire date 50% of the hire fee.	Received less than 7 days prior to the hire date 100% of the hire fee.
In the event that the Premises or any part of thereof being rendered unfit for the use for which it has been booked or is required for use as a Polling Station the Trustee shall not be liable to the Hirer for any resulting or consequential loss or damage whatsoeve r other than the return of the whole or part of the Hiring Fee.	

3. Consent:

Signed by/on behalf of the Hirer: **Date:**

Signed by/on behalf of the Trustee: **Date:**

Please not that by signing this agreement you are confirming that you have read and understood the Conditions of Hiring and agree to comply with them. The Hirer is advised to ensure that he/she and any other party contracted to them or by them for any service to be provided at the Premises has suitable insurance for potential liabilities to third parties.

Note 1 This must include the time needed for setting up and clearing away.
2 Payment online to Diocese of Leeds St Marys Knaresborough 40-27-15 account 95402867
Remittance advice please to pp.stmary.knaresborough@dioceseofleeds.org.uk