



# Premises Hire Agreement (Single Bookings)

Name ("The Hirer"): \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Times of hire: \_\_\_\_\_

*Remember to include set-up and clean-up time*

Number of people: \_\_\_\_\_

Facilities required:  Hall  Church

Hire charge: £ \_\_\_\_\_ *as agreed with the Bookings Manager*

Documents provided:  Safeguarding Policy  Proof of Insurance  
 DBS Certificate  PAT certificates for electrical items  
 Food Hygiene Certificate  Proof of ID

## Hirer Declaration

- I confirm that the information given on this form and supporting documents are current and correct.
- I confirm that I have read and understood the Terms and Conditions of Hire and agree to abide by them. They can be found at [www.holytrinityshaw/church-hall](http://www.holytrinityshaw/church-hall).
- I confirm that I have the necessary insurance cover in place and understand that the PCC's insurance does not cover Hirers' activities and liabilities.
- I agree to abide by appropriate safeguarding procedures, as outlined in the Terms and Conditions. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.
- I will pay the hire charge stated above no less than 14 days before the date of the booking.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Holy Trinity PCC:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_