

<b>CHURCH PREMISES HIRING AGREEMENT</b>											
Organiser:						Invoicing name: <i>(if different from organiser)</i>					
Contact Address:						Invoice address: <i>(if different from contact address)</i>					
Postcode:						Postcode:					
Organisers e-mail:											
Organisers Daytime phone number:											
Date(s) required:						Description of Event:					
Start Time:						End Time:					
Approximate number of attendees by age group:											
< 5		5-10		10-14		14-18		18-25		>25	
Facilities Required (please ✓)											
Hall & Kitchen		Parish Room		Main Church		Frankie's Garden					

*I confirm that I am authorised to accept and will abide by the Terms & Conditions specified by St. Francis Church PCC for the use of the premises, and I agree to pay all fees in accordance with the schedule applicable for the booking.*

*I confirm compliance with PCC Safeguarding Policies regarding Children and Vulnerable Adults.*

Signature of Hirer:						Date:					
Rate applicable:				Number of hours:				Total to Pay:			
Confirmation of Booking Acceptance: (St.Francis Church PCC – Parish Administrator)						Date:					

**Please complete this form and send it by email or bring it to the Parish Office (Mon-Fri, 9:30 – 12noon)**

St Francis of Assisi Church  
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Charity no. 1129849

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## **SCHEDULE OF CHARGES**

### **Hourly Rates**

	Maximum number of people	May to September	October to April
Church Hall and Kitchen weekdays 0930 to 1800	120	£15	£16.50
Church Hall and Kitchen weekdays 1800 to 2200	120	£18	£20
Church Hall and Kitchen Weekends and Bank Holidays	120	£20	£20
Parish Room	20 - 30	£15	£16.50
Church, Hall, and Kitchen	200 - 250	£40	£45

These charges apply from 1<sup>st</sup> January 2017, and are reviewed by the PCC annually

### **DEPOSIT**

Where total hire fee is less than £45	100 %
Where total fee is greater than £45	25%

*The PCC reserves the right to charge a refundable £100 security deposit.*

### **CANCELLATION CHARGES**

Cancellation by Hirer:

<b>NOTICE GIVEN</b>	<b>Refund</b>
Greater than 3 months	100% of deposit paid
1 – 3 months	75% of deposit paid
Less than 1 month	No refund of deposit

*Where a confirmed booking has to be cancelled by the PCC due to exceptional unforeseen circumstance, then any deposit paid will be refunded in full.*