

ST MARTIN'S PAROCHIAL CHURCH COUNCIL

Application to use St Martin's Church Hall, Church Street, Liskeard PL14 3AQ

Contact Name &
Name of Organisation

I would like to book the following room(s) at St Martin's Church Centre

Please tick:

Upper Hall

Small Committee Room (Jericho)

Lower Hall

Small Committee Room (lower hall)

Other facilities required

Date that the premises are required

Time

Number of hours

Hire Charges:	Upper Hall - £52.50 per session Lower Hall - £35.00 per session Jericho - £21.00 per session <i>Discounts available for double or treble sessions</i>
Concessionary rate from £24.50 for birthday parties	
An additional £10 deposit is required and will be returned in full on return of keys. If the conditions of letting (as detailed below) are not met, Liskeard PCC reserve the right to withhold your deposit in lieu of damages / cleaning.	

CONDITIONS OF LETTING

- 1 **The room must be left as found, chairs and table re-placed**
- 2 Strictly no use of sticky tape or drawing pins on walls, ceilings or any such surfaces which may result in cosmetic damage.
- 3 The hirer will NOT open or close the large room divider in the Upper Hall
- 4 The premises be left in a clean and satisfactory condition. All rubbish, re-cycling and waste paper be taken home after using the premises.
- 5 The hirer will be responsible for any breakages/damage to contents or property and will inform the PCC of any such damage.
- 6 Prior to hiring the hall, the agreed fee must be sent, together with the completed application form, to The Church Office (see full address at the top of this form). The key must be collected and returned to the Church Office.
- 7 Bouncy Castles are permitted, however, please ensure adequate insurance is in place either by your bouncy castle provider or through your own insurance. St Martin's Church Centre and the Liskeard PCC cannot be held responsible for any injuries or liabilities. You will not be covered through our own insurance.
- 8 **Fire Exit Door** – Should only be used in case of fire/emergency. Please access Jericho through the Upper Hall (all groups to co-operate with this arrangement)
- 9 **Only Church Notices should be displayed on the Hall Notice Board.**
- 10 You should arrange adequate public liability insurance in respect of all legal liabilities that could arise in connection with your activity and use of the premises. The PCC reserves the right to request confirmation that such cover is in place before accepting bookings of this nature. Please note the PCC accepts no responsibility for the difficult wheelchair access from the Fire Exit in the Lower Hall.

PTO

HIRING AGREEMENT

The Hirer agrees to observe and perform the conditions set out below together with other and any directions or requirements of the PCC:

1. To pay the hire fee including any deposit at the time and manner prescribed.
The hirer acknowledges the right of the PCC to cancel the hiring at any time in the event of unforeseen circumstances on refund of fee.
2. To use the premises only for the agreed purpose of hiring.
3. Not to cause any nuisance or annoyance.
4. To obtain any necessary statutory regulatory or other consents for the proposed use.
5. To observe appropriate health and safety, fire and food hygiene regulations and requirements.
6. To observe the directions of the PCC in relation to use and facilities including the conditions of letting set out overleaf.
7. To be responsible during the hire for the supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises (including car parking).
8. To ensure that no gaming takes place and that the premises are not used for any unlawful purpose.
9. To adequately insure against any third party claim.
10. To indemnify the PCC against all actions claims and demands loss or damage arising out of the use of the premises.

I confirm that I have read the hiring agreement and the conditions of letting overleaf and will comply with these conditions:

Signed	
Name & Address	
Telephone Number	
Date	

NB At least two weeks notice of cancellation is required otherwise you will be charged in accordance with our above prices.