



St Johns Centre Management Group

Hiring Agreement

Name of Hirer

1. This hiring agreement is between the following parties;

The St Johns Centre Management Group
Address; Community Centre/Parish Office
18 Larcom Street, Walworth London SE17 1NQ
Phone number: 07464216436
Email: INFO@stjohnscentre.co.uk

Authorised representative for the person

Name of person making this agreement

Is this person representing an organisation?

Please print address for correspondence.....

Contact telephone number



Email

2. Premises; St Johns Centre Walworth (STJCW)

The hirer is permitted to use

Large Hall -tables and chairs will be provided **Yes/No**

Kitchen -not for prep food but for water/sink etc. **Yes/No**

Ground floor Toilets **Yes/No**

Is the hirer permitted to store equipment at the STJCW? **Yes/No**

If yes has a storage agreement been completed? **Yes/No**

3. Event/Activity

For one off hire please complete this section

Date of Event Day of week

Start time of event

End time

Number of hours to be charged

Events which overrun their booking times will be charged accordingly.

4. Purpose of the Hire – description of event or activity

5. Activity with specific risks should be assessed accordingly.

5.1 Has this event/ activity been Risk assessed

5.2 Is the hirer a Childcare organisation?

5.3 Food Hygiene

5.4 Will food and Drink be provided at the event?

Who will be responsible for preparing / serving food and drink?

Does the named person have appropriate skills and knowledge?

5.4 Supply of Alcohol –

The centre does not have a license to sell alcohol therefore none can be sold on the premises

Will the hirer be providing alcohol at the event?

5.5 Maximum number of people

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers /performers in the Main hall **Maximum people 80 – 90**

5.6 This agreement draws to your attention that the hirer is primarily liable for any accident or injury which arises out of their activity/event while using the premises.

5.7 An accident book is located in the main kitchen in the First Aid Cupboard and any accident should be recorded in this book. It is the responsibility of the Hirer to ensure the premises are safe for purpose for which they intend to use them. The hirer is required to complete details of any accident or incident occurring during their occupation of the premises. The report must be completed as soon as possible after the accident or incident but in any case before the premises are vacated after the activity

6. Hire Charge

Hourly rate £ Number of hours to be charged (section 3)

Hire Charge = Hourly rate x no of hours to be charged **Total £**

7. Deposit

A deposit of £100 is usually required to cover costs incurred by the management group as a result of the hire outside of this agreement.

In this instance the deposit will be

The deposit required shall be paid on signing the agreement. Any deposit less any cleaning charge to be returned will be refunded by cheque within 21 working days after the termination of the hire. If a deduction has been made, a statement of account will be included. All correspondence regarding the return of Deposit must be addressed to the management group.

8. Deductibles costs

Service	cost
Additional cleaning regular hours	£15 per hour minimum 1 hour
Additional cleaning weekends/ evening/ bank holidays	£20 per hour minimum 1 hour
Rubbish disposal or recycling	£10 per hour minimum 1 Hour
Additional caretaking e.g. Lost property, lost keys	£20 per hour minimum 1 hour
Replacement of light fittings/ covers	£30 per hour minimum 1 hour
Unblocking toilets/ sinks	Call out charge plus hourly rate
Replacement furniture	£50 per item
Broken window or fittings	£40 per item
Unauthorised storage	£ 30 per 24 hour day
Additional administration charges	£ 20 per event
Over run booking time	Hourly rate

9. Terms of payment

The hirer must pay the deposit of £ when making the booking. The full hire charge of £ must be paid by the 2019 (by cheque) and 2019 (by Cash)

10. The parties agree as following;

In consideration of the hire fees specified in Clause 9 the Management group agrees to permit the hirer to use the premises described in Clause 2 for the period (s) described in Clause 3 and for the purpose described in Clause 4. The details inserted in clause 1 – 4 and the response to clause 5 are the terms of this agreement.

Please make sure your guests do not arrive before the booked time and certainly before you as the hirer has arrived. must be on site throughout the booked time period.

Any changes to this agreement must be in writing and agreed by both parties. None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the contracts (rights of the Third Parties) Act 1999 on a person who is not names as a party to this agreement.



Signed by.....Name.....

The Hirer

Print names in Capitals

Date.....

Signed

by.....Name.....

On behalf of St Johns Centre

Date.....

St John's Centre



For Office use

Payment method

Cash..... Received.....

Chequereceived.....

Hall Hire

Received by STCW £.....

Signed.....Date.....

Deposit

Received by STCW £.....

Signed.....Date.....

Any deductions from deposit £.....

Deposit returned £.....

Date..... Cheque number.....

Name on Cheque.....