

**ALDERSHOT NEW TESTAMENT
CHURCH OF GOD**



**83 VICTORIA ROAD
ALDERSHOT
HAMPSHIRE
GU11 1SH**

**01252 316212
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APPLICATION FOR HIRE FORM

Relating to the intended hire of: **Church Sanctuary and/or Church Main Hall**

From the **New Testament Church of God, 83 Victoria Road, Aldershot, Hampshire GU11 1SH** ('the Owner').

Please complete this Application Form in BLOCK CAPITALS

1. Name of intended Hirer ('Hirer')
2. Address of Hirer.....
.....
3. Telephone No. of Hirer (H)..... (W).....
Mobile.....email.....
4. I/We, the above-named Hirer, hereby apply to hire the Church and/or Church Main Hall
on / between;
*(Date(s) ******
*From****.* Until******
('the Hire Period')

PLEASE NOTE:

(1) The Hire Period is inclusive of setting-up and clearing-up;

5. For the purpose of ('Permitted Purpose').

6. The maximum number of people attending will be: AdultsChildren.....
(‘the Permitted Number’).

7. I/We acknowledge that I/we have read and accept the Owner’s standard conditions of hire (a copy of which is attached hereto) (‘Conditions’) and I/we undertake at all times to abide by those Conditions.

8. The hire fee (‘Fee’) for hiring the Church and/or Hall on the above occasion is the sum of
£To Be Agreed

I/We acknowledge that the balance of such Fee (after deducting any reservation fee paid at the time of signing this Application for Hire Form) shall be due and payable a minimum of 28 days prior to the date (or if more than one date, the earliest date) mentioned in paragraph 4 above. If such date is less than 28 days from the date that this Application for Hire Form is submitted to the Owner then the full Fee will be payable forthwith on the signing of this Application for Hire Form.

9. I/we enclose A) reservation fee of £..... (‘Reservation Fee’) *or* B) Full Payment of £.....

10. I/we also enclose a deposit (‘Deposit’) in respect of cleaning and/or breakages etc of **£100.00** (Please make cheque payable to “NTCG – Aldershot”)

PLEASE NOTE that this application to hire the Hall shall only be deemed to have been accepted by the Owner when the Owner has signed below.

Signature of Hirer

Print Name.....

Date

Witness.....

Print Name.....

Date.....

Signature for and on behalf of Owner

Print Name.....

Date

Witness.....

Print Name.....

Date.....

FOR OFFICE USE ONLY

Official hiring hallSignature of official.....

Amount of holding deposit received £..... Date of receipt

Standard Conditions of Hire

1. Definitions and Interpretations

terms defined in the Application for Hire Form to which these Conditions are annexed ('the

Application Form') have the same respective meanings in these Conditions;

words importing one gender shall be construed as importing any other gender;

words importing the singular shall be construed as importing the plural and vice versa;

references to persons include bodies corporate;

any undertaking by the Hirer to do or not to do an act or thing shall be deemed to include an

obligation to use best endeavours to ensure that that others do such acts and things and/or to

prevent others from doing such act or thing (as may be applicable);

the headings do not form part of these Conditions and shall not be taken into account in their

construction or interpretation;

for the purposes of these Conditions:

- (i) the expression "the Hire Period" shall include any additional period during which the Hirer or any of his guests remain at the site beyond the times mention in the Application Form irrespective of whether such additional period has been authorised; and
- (ii) the expression "guests" shall include all persons attending at the function for which the Hall is being hired by the Hirer irrespective of whether such persons are the direct guests of the Hirer or not .

2. Payments /Charges/ Hire Rates

The Fee shall be paid in full in accordance with paragraph 8 of the Application Form.

The Owner shall be entitled to apply the Deposit in respect of: £100.00

- (i) damage to the Hall and any equipment/furnishings and other items belonging to the Owner or any of its servants, agents or members which are located at the Hall;
- (ii) any additional hire fees that are due because the Hire Period is exceeded; and
- (iii) any other losses that the Owner may suffer due to a breach of the terms set out in the Application Form or any of the Conditions contained herein.
- (iv) cost of returning the church and/or hall back to the clean and presentable condition in which it was hired should this not be done satisfactorily by the hirer at the end of the event.

2.3 Where the Hire Period is exceeded the Hirer shall pay the Owner an additional hire fee calculated at the rate of **£50.00** an hour for each hour (or part thereof) that the Hire Period is exceeded.

2.4 The hire rates for the Church Sanctuary and/or Church main Hall are as follows

Church Sanctuary £50.00 per hour (or part thereof)

Church Main Hall: £50.00 per hour (or part thereof)

3. Damage to the Hall and Conduct of Hirer and Guests

The Hirer shall be responsible for all damaged occasioned to the Hall arising during the Hire Period and which has been caused by the Hirer or any of his guests.

The conduct of the Hirer and his or her guests must at all times reflect the fact that the Hall is part of a church building. Consideration should be given to the Hall's location and surroundings, including the neighboring homes, so as not to give rise to complaints being made against the Hirer.

No part of the Hall shall be used for any purpose other than the Authorised Purpose.

No part of the Hall shall be used for any unlawful purpose or activity.

The Hirer shall be responsible for ensuring that all fire exits are kept clear at all times during the Hire Period.

No animal shall be brought into the Hall or allowed to enter the Hall without the consent of the Owner.

4. Decorations

Without the express consent of the Owner, no bolts, nails, tacks, screws, bits, pins or other like objects are to be driven into any part of the Hall nor is any adhesive substance to be attached to any part of it.

Without the express consent of the Owner, no placards or other articles are to be fixed to any part of the Hall.

In the event that consent is given to decorate the Hall for a particular event, no cotton wool or other highly inflammable material shall be used for such decoration or other purposes.

No posters boards signs flags or other emblems or advertisements are to be displayed inside or outside any part of the Hall without the previous consent of the Owner.

The removal of any chattel from the building is strictly prohibited.

5. Electrical Equipment

No lighting, heating, power or other electrical fittings or appliances in the Hall are to be altered, moved or in any way interfered with.

No additional lighting heating power or other electrical fittings or appliances are to be installed or used at the Hall without the prior consent of the Owner.

6. Supervision

Throughout the Hire Period the Hirer shall be responsible for ensuring proper supervision of all persons using the Hall which obligation shall include (but shall not be limited to) the following:

the effective control of children including ensuring that children are not permitted to leave the Hall save where accompanied by a responsible adult;

the orderly and safe admission and departure of persons to and from the Hall;

the orderly and safe vacation of the Hall in case of emergency;

the preservation of good order and decency in the Hall;

ensuring that all doors giving egress from the Hall are left unfastened and unobstructed and immediately available for exit;

ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the Hall.

7. Maximum number to be admitted

The maximum number of persons to be admitted to the Hall during the Hire Period shall not exceed the Permitted Number. The Hirer shall be responsible for keeping a record of all people admitted to the Hall and shall show the same on demand to any officer of the Owner.

8. Public entertainment / licensing

The use of party materials manufactured with or requiring the use of compressed air, flame, alcohol or aerosol within or around the Hall is prohibited.

No naked flames of any kind, including barbecues, will be allowed in or around the Hall.

All public entertainment will be subject to the Owner's approval, and proof of the appropriate Entertainment's License and Insurance being obtained.

The Hirer shall be responsible for obtaining any licences required to engage in public entertainment at the Hall during the Hire Period. The Hirer acknowledges in this respect that the Owner does not have any licence permitting any form of public entertainment.

9. Copyright works

If the use of the Hall will involve the performance of any musical or dramatic works or the delivery in public of any lecture, in which copyright subsists it will be the responsibility of the Hirer to obtain the consent of the owner of the relevant copyright and to pay all composers' authors' publishers' and other fees or royalties which may be payable in respect of the function prior to the commencement of the Hire Period.

The Hirer must supply to the Owner for approval (if so required) a copy of the program of any entertainment to be given at the function not less than 7 days before the commencement of the Hire Period and must provide such evidence as the Owner may require of compliance with this Condition.

10. Broadcasting and filming

The Hirer is not to grant broadcasting or filming rights without the prior consent of the Owner but cameras may be brought into and used inside the Hall for private (but not commercial) purposes provided that no nuisance or annoyance is occasioned.

11. Gambling, liquor, smoking

During the Hire Period the Hirer is to ensure that:

No intoxicating liquors are consumed in or around the Hall.

The Owner's "no smoking" policy shall be adhered to in or around the Hall.

No form of gambling shall be engaged in, in or around the Hall.

12. Statutory requirements

The Hirer must not do or permit any act matter or thing which would or might constitute a breach of any statutory requirement affecting the Hall or which would or might violate in whole or in part any insurance policy effected in respect of the Hall.

The Hirer must comply with all conditions and regulations made in respect of the Hall by the Fire Authority. A copy of these will be supplied to the Hirer on request.

13. Expiration of the 'Hire Period'

The Hirer shall ensure that the Hall is left in a clean and orderly state and free of all litter at the expiration of the Hire Period.

- 13.2 The Hirer shall ensure that all equipment and other items brought into the Hall by or on behalf of the Hirer or any of his guests shall be removed before the end of the Hire Period. In the event that the Hall is not cleared of such items at the end of the agreed Hire Period then the Hirer shall be liable to pay the additional fees as referred to in clause 2.3 above up until such time that the Hall is properly cleared of such items.
- 13.3 In the event that the Hirer fails to fully vacate the Hall prior to 10.15 am on a Sunday then the Hirer shall pay a £25 charge in addition to the hourly rate as specified in 2.3 above.

14. Agreement personal to 'Hirer'

The benefit of the Agreement is personal to the Hirer and not assignable nor is the Hall capable of being sub-hired.

15. Injuries to persons and loss of property

The Owner will not be liable for the death of or injury to any person, or for any other loss or damage suffered by any such person whilst attending the Hall for the function which is the subject of this hiring agreement except where such death injury or loss is due to the negligence of the Owner or any of its officers or employees and the Hirer shall indemnify and at all times keep the Owner fully and effectively indemnified from and against any claims, demands, actions, proceedings and costs arising out of or relating to the death of or injury to, or any loss suffered by any such persons save as aforesaid.

The Owner will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Hall either by the Hirer for his own purposes or by any other person notwithstanding that such items may have been left or deposited with any officer or employee of the Owner.

The Hirer will indemnify the Owner by appropriate insurance or otherwise, against all such liabilities as are mentioned in this Condition.

16. Further exclusions to liability

The Owner will not be liable for any loss due to any breakdown of machinery failure of supply of electricity leakage of water fire government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled.

The Owner gives no warranty that the Hall is legally or physically fit for any specific purpose.

17. Right of entry

The Owner reserves the right for its duly authorised members or officers or employees to enter the Hall at any time for any authorised purpose.

18. Breach by the 'Hirer'

If the Hirer fails to observe and perform any of these Conditions, the Owner may:

charge to and recover from the Hirer any expenses incurred by the Owner in remedying any such failure (including but not limited to the cost of employing attendants, workmen, cleaners or other persons as may be appropriate to remedy problems caused by the failure; and cancel the present or any other hiring of the Hall by the Hirer without incurring any liability to the Hirer for the return of any of the Fee, the Deposit or other monies previously received, or other liability.