

UCKFIELD PAROCHIAL CHURCH COUNCIL
(The Church of the Holy Cross)
Belmont Road, Uckfield, East Sussex, TN22 1BP
(Charity Registration Number: 1137746)

HIRING AGREEMENT

relating to
The Belmont Centre, Uckfield
Between

UCKFIELD PAROCHIAL CHURCH COUNCIL

and

.....(Name of hirer)

This agreement is made on (date)(1),
between the PCC (2) and the Hirer (3) named below, whereby, in consideration of
the sum(s) mentioned (4).

A The PCC agrees to permit the **Hirer** to use the premises (5) for the purpose
(6) and for the period(s) described below, viz:-

1. **Day/Date(s) required:**

Times required: FromTo

(to include preparation & clearing up)

Purpose of hire:

Approximate Number of guests:

2. **PCC:** (a) The Parochial Church Council of the Parish of Uckfield
(b) Authorised representative: Roger Linthwaite

Address: 2, Copwood Avenue, Uckfield, East Sussex, TN22 2BE.
Telephone number: 01825 767167.

3. **Hirer:**

(a) Name (if individual)

(b) Organisation (if applicable)

(c) Name of Organisation's Authorised Representative:

Note: Person(s) signing must be 18 years of age or over.

Address:.....

Postcode:

Telephone number:

Mobile numberE-mail address :

4. **Hiring fee:** Cardale Hall - £20.00 per hour/Kitchen - £25.00
Meeting Room - £9.00 per hour
- Deposit :** £25.00 (cheque made payable to Uckfield PCC)

(An invoice is sent to the hirer after the event and the balance is payable within 30 days, the deposit having been paid on the signing of this agreement)

Special Deposit (where applicable) * £50.00

*This Special Deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring as a result of the hiring, and that the premises has been left in a clean state.

Cleaning (optional) £50.00

5. **Premises:**
- | | |
|---------------------------------|--------|
| Whole of the Belmont Centre | YES/NO |
| The Cardale Hall | YES/NO |
| The John Batchelor Meeting Room | YES/NO |
| The Kitchen | YES/NO |

***Please note, if the Church or the Church Office (which is in the Belmont Centre) are in use, you can expect people to use the Centre toilets as the Church does not have a toilet of its own. The privacy of the room(s) you have hired will, or course, be strictly respected. For the safety of children, please do not allow them to go to the toilets without an adult.**

6. **Purpose of Hiring:**
- | | | |
|---------------|-----------------|--------|
| This will be: | A private event | YES/NO |
| | Commercial Use | YES/NO |

Deposit

The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of fees being payable in advance of the event for which the Centre is hired (the deposit having been paid on the signing of this agreement.)

7. Will your event require music? YES/NO
8. Is alcohol to be provided at the event? YES/NO
- Will it be for sale? YES/NO

9. Will your Event involve Catering? * YES/NO

If 'Yes' will a catering company be involved, to prepare the food either at their own premises or at the Belmont Centre? YES/NO

If a catering company is involved, are they registered with the local authority? YES/NO

We will require them to complete our Contractor Opening & Closings checks form. This will be available from our representative or in our kitchen. *Also please see recommendation at foot of this page.*

*Special deposit conditions, where applicable, may apply (See Section 4 above)

B.

1. The Hirer agrees with the PCC to be present during the hiring and to perform the provisions and stipulations contained or referred to in the PCC's Standard Conditions for Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule.
2. It is the responsibility of the Hirer to position tables and chairs to meet their requirements and to return them appropriately at the end of their hire.
3. It is hereby agreed that the Standard Conditions of Hire attached hereto together with any Special Conditions of Hire contained in the Schedule shall form part of the terms of the Hiring Agreement unless specifically excluded.

As witness the hands of the parties hereto:

Signed by the person named at 2(b) above on behalf of the PCC at 2 (a) above:

(signature)(R Linthwaite) Date:.....

Signed by the person named at 3(a) (on behalf of the organisation named at 3(b) above, where applicable)

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

(signature)(Hirer) Date:.....

Recommendation re catering companies:

The hirer should check that the caterer is registered with their local authority and enquire their food hygiene rating. The Belmont Centre hygiene rating only applies when Holy Cross are catering. <https://www.food.gov.uk/business-industry/startingup>