**HOLY TRINITY CHURCH VENUE HIRE AGREEMENT**

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Description automatically generated

This Hire Agreement ("Agreement") is made on the [Date] between:

**Holy Trinity Church, Coleman’s Hatch**

Coleman’s Hatch, Shepherds Hill, Hartfield TN7 4HN

The Rev Canon Julie Sear, 01892 770436

And

**The Hirer:**

[Name of Choir or Organisation]

[Address of Hirer]

[Contact Person's Name, Position, and Contact Information]

**1.** **Venue and Purpose of Hire**

Holy Trinity Church agrees to hire out the space located at Coleman’s Hatch, Shepherds Hill, Hartfield TN7 4HN to the Hirer for the purpose of hosting a choir, concert or rehearsals.

**Date(s) of Hire:** [Insert date(s) of hire]

**Time(s) of Hire:** [Insert time(s) of hire]

**Areas of the Church:** [Insert specific areas (e.g., sanctuary, hall, etc.)]

**Purpose of Hire:** [e.g., Choir Concert, Rehearsal]

**2. Fees and Payment**

1. The hire fee is £300 per day for the Church and Grounds.
2. A non-refundable deposit of £100 is required to confirm the booking and full payment required **14 days prior to the event**.
3. Payment can be made by bank transfer.

**3. Insurance**

1. The Hirer must provide proof of valid Public Liability Insurance covering the event, with a minimum coverage of **[Insert Coverage Amount]** no later than **14 days prior to the event.**
2. The Church will not be liable for any personal injury or property damage occurring during the Hirer's use of the venue. The Hirer shall indemnify and hold harmless the Church from any claims, damages, or legal actions arising out of the Hirer's use of the venue.

**4. Risk Assessment**

1. The Hirer is responsible for conducting a full risk assessment for the event.
2. The risk assessment must cover fire safety, crowd control, evacuation procedures, and any other relevant risks. A copy of the risk assessment must be submitted to the Church no later than **14 days prior to the event**.
3. The Hirer agrees to implement appropriate safety measures as per the risk assessment and Church guidelines.

**5. Responsibilities of the Hirer**

1. **Supervision:** The Hirer is responsible for the behaviour and supervision of all participants, attendees, and volunteers during the hire period.
2. **Use of Space:** The Hirer agrees to leave the premises in a clean and tidy condition, removing any decorations, equipment, and waste at the end of the hire.
3. **Noise and Disturbance:** The Hirer shall ensure that noise levels are kept to a reasonable level to avoid disturbing neighbouring residents or other Church activities.
4. **Equipment:** Any electrical equipment brought by the Hirer must have a valid PAT (Portable Appliance Testing) certificate. The Church’s sound or lighting system (if applicable) must be used in accordance with Church guidelines.
5. **Damage:** The Hirer will be responsible for any damage caused to Church property or premises during the hire period, and agrees to cover the cost of any necessary repairs.

**6. Health & Safety**

1. Fire Exits: All fire exits must be kept clear at all times, and the Hirer must ensure that attendees are made aware of the location of emergency exits.
2. First Aid: The Hirer is responsible for arranging for a qualified first aider to be present during the event.
3. Emergency Procedures: The Hirer must familiarise themselves with the Church's emergency procedures, including fire evacuation and accident reporting.

**7. Safeguarding (If applicable)**

1. If the event involves children or vulnerable adults, the Hirer must ensure that all volunteers or staff working with them have undergone relevant background checks (e.g., DBS checks).
2. The Hirer must have a safeguarding policy in place and adhere to the Church’s safeguarding requirements.

**8. Use of Church Premises**

1. **Decorations:** The use of candles, flammable materials, or nails to hang decorations is strictly prohibited without prior written consent from the Church.
2. **Alcohol and Food:** Alcohol is not permitted without prior approval from the Church and the **appropriate licence** must been applied for from Wealden Council. The serving of food must comply with relevant health and safety regulations.
3. **Smoking and Substance Use:** Smoking, drugs, or illegal substances are strictly prohibited on Church premises.

**9. Responsibility for Event Logistics and Helpers**

1. **Parking:** The Hirer is solely responsible for organising and supervising car parking attendants to manage parking during the event. The Church will not provide personnel for this task.
2. **Chairs and Setup:** The Hirer must provide helpers to move, arrange, and return any chairs, tables, or other furniture used during the event. This includes any necessary setup before and clean up after the event.
3. **Cleaning:** The Hirer is responsible for cleaning the venue after the event, including removing litter, vacuuming or sweeping, and ensuring the space is left in the same condition as it was found.
4. **Ticketing:** The Hirer is responsible for all aspects of ticket sales, including issuing tickets, managing ticket counters, and collecting money. The Church does not provide staff or assistance for ticketing purposes.
5. **Equipment and Supplies:** The Hirer is responsible for providing any necessary equipment or supplies for the event, such as music stands, programmes, decorations, or signage. The Church’s personnel or equipment are not available for hire.

**10. Cancellation Policy**

1. Cancellations must be made in writing to Rev Canon Julie Sear no later than 21 days. Cancellations made after this period may result in the loss of the deposit.
2. The Church reserves the right to cancel the hire in exceptional circumstances, including but not limited to unforeseen maintenance, Church services, or health and safety concerns. In such cases, a full refund of the hire fee will be made, but the Church will not be responsible for any additional costs incurred by the Hirer.

**11. Termination**

1. The Church reserves the right to terminate this Agreement if the Hirer breaches any of the terms outlined in this Agreement.
2. In case of termination due to breach of contract, the Hirer will forfeit any payments made.

**12. Agreement to Terms**

By signing this Agreement, the Hirer acknowledges that they have read, understood, and agree to comply with the terms and conditions outlined above.

**Signature of Hirer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Holy Trinity Church:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule of Attached Documents

1. Public Liability Insurance Certificate

2. Risk Assessment

3. Safeguarding Policy (if applicable)