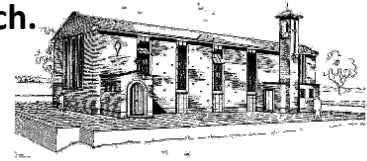


# Parish of Tycoch, All Souls Church, Harlech Crescent, Tycoch.

## Terms and Conditions of Hire

### All Souls Church or Church Hall 2025:



Please note: *The term "Church Council" is used within this document to describe the local church trustee body responsible for the management of the church, hall and churchyard.*

#### 1. Supervision

The Hirer, or its Authorised Representative, agrees to be present at all times during the hire period and will be responsible for supervision of the Premises, the fabric and the contents. The Hirer undertakes to ensure that the premises are left in a clean, tidy and undamaged condition after use, and will be held responsible for the cost of any repair or additional cleaning as a result of the premises being left in an unacceptable state.

***This clause is without prejudice to any claim which may be made against the Hirer by All Souls Church Council in the event of damage etc. which may cost more than the hire charge to repair or reinstate.***

#### 2. Use of Premises

a) The Hirer shall not use the Premises for any purpose other than that described in the hiring agreement and shall not sub-hire, use or allow the Premises to be used for any unlawful purposes.

b) All Souls Church /Hall is not covered by a premises licence and therefore the sale of alcohol is not permitted.

c) Church Hall (Party or Event Hire): Any temporary decoration installed during the hire period must be certified as fire resistant; and must be removed at the end of the hire period.

d) The Hirer will be held responsible for any security lapse caused by the negligence of the Hirer in complying with the correct security procedure as displayed on the noticeboard.  
***All fire regulations relating to the Hall must be observed and no fire exits shall be blocked, or fire appliances removed or tampered with. Instructions for the use of fire extinguishers are displayed in the Hall.***

e) The hirer is responsible for ensuring that time is included in the booking for setting up and cleaning up after the event.

#### 3. Health and Safety

The Hirer has a duty of care to all persons entering the Premises, is responsible for all matters relating to Health & Safety and must have relevant safeguarding arrangements in place.

#### 4. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought and used on the Premises are PAT certified, are safe and in good working order, and used in a safe manner.

## 5. Hire Charges

The hirer is responsible for ensuring hire charges are paid in advance, by BACS transfer.  
Bank details can be found below.  
The booking will be confirmed once payment is received.  
Cancellations within 48 hrs of the event will incur an administration charge of £15.

## 6. End of Hire

The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition. All chairs, tables etc should be cleared after use and the building properly locked and secured, unless otherwise directed.

**The Hirer is responsible for removal and disposal of all waste after the event.**

## 7. Hire Charges:

**Church Hall (party/celebrations) = £55 for 3 hours \***

Extra time charged at £15 per hour or part thereof.

**Church = £20 per hour or part thereof**

**\*Events requiring the hire of a bouncy castle are subject to an extra £5**

(please note: bouncy castle maximum size - 4.7m x 3.2m x 3.2m)

### **Regular Hire:**

**All Souls Church Hall:** Weekly / regular hire £17.50 per hour (includes cleaning cost)

**All Souls Church:** Weekly / regular hire £22.50 per hour (includes cleaning cost)

**All Souls Church Council reserves the right to cancel or amend the booking**

### **Direct Payment by BACS to:**

**Account name: All Souls Church, Tycoch**

**Account no: 90118346**

**Sort Code: 20-84-41**

(If BACS is not possible, payment by arrangement)

**Failure to comply with any of the above may result in termination of the existing contract and/or any future applications to hire.**

**Thank you.**

### **FURTHER INFORMATION:**

The kitchen /church kitchenette is equipped with kettles, microwave (Hall only),

Refrigerator, glasses, crockery, cutlery, and tea towels.

Cleaning materials, including antibacterial sprays, are available for use.

Square folding tables and 5ft trestle tables are available.

Please clean and return to store after use

For Church hire – tables are available by arrangement.

# All Souls Church

## Hire Form for Church / Church Hall



### CONTACT DETAILS:

Name:	Organisation:
Email address:	Telephone:
Address:	

### EVENT DETAILS:

Date of Hire:	Start time:	End time:
Purpose:		
Please confirm if you intend hiring / using a Bouncy Castle for this event.	YES	NO

*By signing this form, you are confirming that you have read the regulations for use of the Church/Church Hall as provided, and are consenting to the Church Council of All Souls Church, Tycoch holding and processing your personal data for the purpose of administration of the hire of All Souls Church / Church Hall.*

*I consent to the church contacting me by:* ☐ post ☐ telephone ☐ email.

Signed: (Hirer) [ ] Date: [ ]

**HIRE FEES: See note 7 in conditions of hire**

### Payment by BACS to:

**Account name: All Souls Church, Tycoch    Account no: 90118346    Sort Code: 20-84-41**

**Keys for Church Hall will be handed to hirer, at an agreed time and must be returned to All Souls Church Council at the end of the hire contract. Church keys by arrangement.**

**Please return booking form to: [allsoulstycoch2018@gmail.com](mailto:allsoulstycoch2018@gmail.com)**