St Paul’s Church,

Moor Lane,  
Kersal,  
Salford,  
M7 3WX

St Andrew’s Church,

Woodward Rd,  
Carr Clough,  
Prestwich,  
M25 9TY

**Hiring Agreement for External Organisations, Groups and Individuals**

THIS AGREEMENT is made between THE PAROCHIAL CHURCH COUNCIL OF ST PAUL KERSAL MOOR AND ST ANDREW CARR CLOUGH (‘The PCC’) and the person (Hirer) and organisation named below:

Hirer: on behalf of

Organisation/Group (if applicable):

Address:

Telephone number and email address:

1. **The PCC agrees to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 below for the purposes and period(s) and at the hiring fee specified in paragraphs 1, 2 and 4 below.**
2. Purpose of Hiring:
3. Period of Hiring:

Day(s):

Hours: from to

1. Description of premises, rooms and facilities to be hired:
2. Hiring fee

Payable:

Payable by: Direct payment into the parish bank account.

1. **The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the PCC’s Conditions of Hire (Annex 1) and such rules governing the use of the premises of which the Hirer has been notified.**
2. **Safeguarding**

**The PCC is fully committed to the protection of children, young people and vulnerable adults, and to safe working practices. It expects all hirers of its premises to make the same commitment.**

**The Hirer agrees that :**

Their organisation/group recruits staff and volunteers in accordance with best practice. The organisation/group has its own safeguarding policies and procedures and undertakes to follow these policies in relation to working with children, young people, and vulnerable adults, preventing child abuse and responding to safeguarding concerns. It is the responsibility of the organisation/group hiring the building to ensure that their policies are current and meet the needs of the event. The PCC may request sight of the policies to ensure appropriate safeguarding measures are in place. (The Parish Safeguarding Policy is attached as Annex 2.)

1. **Insurance**

**The PCC has Public Liability (third party) insurance, which provides indemnity to the PCC as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property while the premises are being hired.**

**This insurance, does not extend to indemnify any external hirers of the premises. The PCC does not accept responsibility for any items that may be damaged or stolen during any period of hire.**

**The Hirer certifies that their organisation/group has its own insurance cover, including public liability cover, appropriate to their service/activity/event.**

THIS AGREEMENT is made on ( date)

Between the PCC of St Paul Kersal Moor and St Andrew Carr Clough

Signed on behalf of the PCC:

Name:

Role:

and the group/organisation known as

Name of hirer or representative:

Signed on behalf of the group/organisation:

Name:

Role:

**Payment details by bank transfer**

Account: PCC of St Paul Kersal (Barclays)

Sort code: 20-54-58

Account no: 9069971

Ref: rental

**ANNEX 1 - CONDITIONS OF HIRE**

**Hirer's Responsibilities**: The Hirer MUST be over the age of 21. In signing this booking form, they take full personal and financial responsibility for the proper use of the building during their hire period.

**Supervision**: Activities involving children, all those under the age of 21, and vulnerable adults must be fully supervised by responsible adults. Supervision must be in accordance with the Safeguarding policies and procedures confirmed in Section C above and insured as specified under Section D above.

**Damages**: Any damages must be notified to the PCC’s representative immediately. The PCC reserves the right to make an additional charge for any damages caused to its premises or facilities.

**Cleaning**: After any period of hire, the premises must be left in a clean and tidy condition – ie hoovered, swept and toilets left in a clean condition. The PCC reserves the right to make an additional charge for any cleaning that may be required after any period of hire.

**No Smoking/No Alcohol**: Smoking and vaping are banned throughout all premises owned by the PCC. Neither church has a license for the purveying of alcohol. Permission to bring alcohol on to the premises for a private function must be sought from the PCC by contacting the PCC Secretary (see footer sheet 1)

**Parking**: At St Paul’s: on Moor Lane. Parking is NOT allowed within the churchyard except for short term loading/unloading. The hirer (and all participants in their activity/event) must take care not to drive or stand on the grassed over areas within the churchyard as these contain burials of cremated remains. The PCC reserves the right to make an additional charge for any damages caused to the churchyard during any period of hire.

At St Andrew’s: on Woodward Road.

**Keys/Alarm System**: Arrangements must be made with the PCC’s representative for access to the building. Regular hirers must accept responsibility for any false alarm calls and pay for charges incurred.

**Insurance:** The hirer is required to hold appropriate insurances as set out in Section D above, and the PCC will ask to see Certificates of Insurance.

**Health and Safety**: The hirer must agree to abide by the PCC’s Health and Safety Policy (on display). No electrical equipment may be brought onto or used on the premises unless it has documented electrical safety testing. The use of bouncy castles etc. has been banned on church premises for safety reasons. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. The hirer must make themselves aware of the fire exits extinguishers and alarms within the buildings, which are protected by smoke alarms, and have in place appropriate procedures to ensure the safe evacuation of the premises in the event of an emergency. Any accident involving church equipment should be recorded in the church’s accident book as well as the hirer’s own procedures, and reported to the relevant church (see Key Contacts p.1).

**Fees**: A negotiated fee for regular bookings will be paid on a “per session" basis - a session being any part or whole of either morning, afternoon or evening. For additional occasional bookings, groups must expect to pay the normal hire fee for a single session.

Hire charges will be reviewed by the PCC periodically and will usually come into effect on 1St September of the year.

**Notice of Termination (Regular Bookings)**: Termination of a regular booking may be given on three months' notice of either party.

**Notice of Variation (Regular Bookings):** Regular hirers must provide a list of dates to the PCC’s representative at the start of each calendar year, which forms part of this Agreement. Where certain dates are to be subsequently cancelled/released, the hirer must inform the PCC’s representative at least 30 days before the date of the activity/event. The PCC reserves the right to charge the agreed session rate for any cancellation made within 30 days of the date of the activity/event, or when the PCC’s representative has not been informed.

**Acceptable activities**: St Paul’s and St Andrew’s Churches are consecrated for Christian worship. This means that bookings for activities which in any way promote or involve alternative or anti-Christian religious or philosophical practices cannot be accepted.

**ANNEX 2 – PARISH SAFEGUARDING POLICY STATEMENT AND AGREEMENT**

The churches of St Paul Kersal Moor and St Andrew Carr Clough have a duty of care to safeguard from harm all children, young people and vulnerable adults involved in church activities.

We recognise that the welfare of every child, young person and vulnerable adult is paramount.

We recognise that everyone, whether child, young person or adult, has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.

As members of this parish we commit ourselves to respectful pastoral care for all adults, young people and children to whom we minister.

We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their wellbeing in the life of our churches.

We commit ourselves to promoting safe practice by those in positions of trust.

As a parish we commit ourselves to promoting the inclusion and empowerment of people who may be vulnerable.

It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we may discover or suspect to the appropriate person(s) in positions of responsibility. This applies especially to those who work with children and young people and adults who may be vulnerable.

All suspicions and/or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

We undertake to exercise proper care in the selection, appointment and training of those working with children and young people and people who may be vulnerable, in both paid and voluntary positions, including the use of Disclosure and Barring Service (DBS) disclosures as recommended by the Diocese.

The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work with children/young people and those who may be vulnerable.

The parish will work within guidelines of safeguarding of children and vulnerable adults issued by the Church of England and the Diocese of Manchester.

Each person working with vulnerable people, including children, agrees to abide by the above guidelines and as contained within this policy document.

The PCC of this parish agreed and adopted the above Policy Statement at its meeting on 29 May 2017 and reviews it on an annual basis.