

## **HIRING AGREEMENT FOR ST. MARY'S IN THE MARKETPLACE, STOCKPORT SK1 1YG**

**Date of Agreement:** *as identified in correspondence.*

This Agreement is made between the Parochial Church Council (PCC) of Stockport and Brinnington and:

**The Hirer:** *as identified in correspondence.*

**The PCC** agree to permit the Hirer to use the premises or part(s) of the premises designated below for the purposes and period(s) and at the hiring fee specified below.

**Purpose of Hiring:** *as identified in correspondence.*

**Period of Hiring (dates and hours):** *as identified in correspondence.*

**Areas and facilities available to be hired (and as identified in correspondence):**

Outside space / Nave and Side Aisles / Kitchen / Toilets / Chancel / ~~Heritage Centre~~ / Side Chapel / Rector's Vestry/ staging/ stage lighting

**Hiring Fee** with or without heating shall be as identified in correspondence and payable on or before the commencement of the hiring period.

**PCC's authorised representative (print name):** *Rev Christopher Blunt*

**Email:** *c.blunt@stockportparish.net*

**Telephone:** *0161 4771938*

**Date of agreement:** *as identified in correspondence.*

**The HIRER** agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and agrees to supply the PCC with an event risk assessment and a copy of their public liability insurance certificate.

**Hirer (named individual):** *as identified in correspondence*

**Organisation (if applicable):** *as identified in correspondence.*

**Contact details:** *as identified in correspondence.*

**Payment details:**

PCC STOCKPORT AND BRINNINGTON

NAT WEST

Sort Code: 010838

Account Number: 64035654

## **PCC'S CONDITIONS OF HIRE**

1. THE HIRER shall pay the balance of fees due before the commencement of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund any fees paid but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees paid by the Hirer shall be refunded.
2. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
3. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those already held by the PCC.
4. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
5. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
6. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
7. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
8. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
9. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
10. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them.
11. THE HIRER must, in the event of an accident, complete the accident book located on the windowsill in the kitchen, providing the following information:  
*Name, address, email and telephone number of the person injured/ time, date, place and details of the incident (including a description of any apparatus or equipment involved)/ name, address, email, telephone number and signature of any witnesses to the incident.*
12. THE HIRER shall abide by the PCC Safeguarding Policy provided at the end of this agreement. Continuing with the booking acknowledges that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.
13. THE HIRER shall return all church furniture to the positions they were in at the start of the hire unless otherwise agreed with the PCC's representative.

14. THE HIRER shall ensure that all lights and sockets (except the internet socket in the office area) are switched off and all candles extinguished before leaving the building.
15. THE HIRER shall empty all bins and remove and dispose of all rubbish generated as part of the hire from the building before leaving the building.
16. No church equipment is to be used unless agreed as part of the hiring correspondence and before suitable training has been given.

### **SAFEGUARDING STATEMENT**

1. The Parochial Church Council of Stockport and Brinnington has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy available in the documents section of our website: [www.achurchnearyou.com/st-mary-stockport](http://www.achurchnearyou.com/st-mary-stockport). Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.
2. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.
3. In particular this means that you will comply with the following good practice guide with children and young people or vulnerable adults unless you already have an equivalent:
  4. You will provide the church with a copy of your organisation's Safeguarding Policy/ices or if you do not have one adopt the current parish policy;
  5. You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
  6. You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
  7. You will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
  8. No person under the age of 18 years will be left in charge of any children or young people of any age;
  9. No child or group of children or young people should be left unattended at any time;
  10. A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
11. You will immediately (within 24 hours) inform the Diocesan Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Diocesan Safeguarding Officer for Chester Diocese is Sean Augustin ([safeguarding@chester.anglican.org](mailto:safeguarding@chester.anglican.org) / 01928 718834 (option 4) between the hours of 9am and 4pm)