

ST MARGARETS CHURCH HALL (Old Catton)

LETTINGS AGREEMENT

BETWEEN St Margaret's Church Parochial Church Council ("The PCC") AND

THE HIRER (enter name):

HIRE DETAILS

St Margaret's Church Parochial Church Council agrees to permit the Hirer (clause 1) to use the Church Hall premises for the period in clause 3; as detailed in clause 4; for the purpose in clause 5. The hirer must comply with all the conditions of hire as contained within the separate *Conditions of Hire (version 2)* document. These conditions will be applicable for all the dates of hire.

CLAUSES

Clause 1:

Hirer Organisation Name/Hirer Activity

Hirer Representative/Hirer Name

Contact details – Telephone and Email

Hirer/Organisation Address

Clause 2:

Hiring fee – hourly rate/flat fee

Clause 3:

Dates required:

Times required:

ST MARGARETS CHURCH HALL (Old Catton) LETTINGS AGREEMENT

Clause 4:

Select which rooms required:

HALL

COMMITTEE ROOM

KITCHEN

Clause 5:

Purpose of hiring:

Clause 6:

Will your event require music?

Note that a licence may be required, especially if being hired by a commercial organisation. Permission must be obtained before applying for any licence. It is the responsibility of the hirer to ensure the correct licenses are in place and adhered to

Clause 7:

Sale of alcohol?

The hall does not hold a licence for the sale of alcohol. If YES permission must be obtained before applying for any licence. It is the responsibility of the hirer to ensure the correct licenses are in place and adhered to

AGREEMENT AND SIGNATURES

The Hirer or their authorised representative agrees to be present during all the hiring dates and times laid out in clause 3 and has read and agreed to the current Conditions of Hire Version 2.

Signed on behalf of the hirer/organisation.

Name:

Dated:

Signed by PCC Representative:

Name: