

St. Andrew's United Reformed Church Cheltenham

Application to Hire St. Andrew's Premises

Please read the attached conditions of hire and then complete this form, sending it to The Booking Secretary who will contact you regarding the request. The hire charges, size and capacity of rooms can be found on the information sheet.

Date/s of Hire

Please tick the accommodation (the 'Premises') you would like on that date/s.

	AM	PM	Evening	Hire charge
The Church				
Montpellier Hall				
Garden Room (east)				
Garden Room (west)				
Garden Room (all)				
Mews Room				
Complete Facility				
Kitchen				
Piano				
Garden				
Audio Visual equipment				
Total Hire Charge				

This Application is made by/on behalf of ('The Hirer):

Please specify Hirer's/Organisation name

For the following event/purpose: ('the Purpose')

Title/type of event/purpose:

Anticipated content/activities:

Will you want food on the 'Premises'? (If 'Yes' please give details)

Will you want drink on the 'Premises'? (If 'Yes' please give details)

Will you want alcohol on the 'Premises'? (If 'Yes' please give details)

Maximum number of persons anticipated to use the Premises on any hire:

How many users will be children:

The 'Owners' policy for Safeguarding must be followed. This can be found on the noticeboard.

December 2021

The applicant Hirer acknowledges that:

1. This Application is made subject to the Conditions of Hiring Church Premises (“the Conditions”) which have been read, understood and accepted by the Hirer and will be observed by the Hirer and all those persons using the Premises pursuant to this Application, but in the event of any discrepancy between the Conditions and the information in this Application, the provisions of this Application shall prevail.
2. The Hirer has read, understood and agrees to follow the Owners’ Evacuation and Fire Emergency Plan.
3. The Hirer has read and understood the ‘Owners’ Safeguarding Policy to be followed and will implement it. The Hirer will respond without delay to every complaint which suggests that a child, young person or adult at risk has been harmed or is at risk of harm and co-operate with the police and Children’s and Adult Services in any investigation.
4. This Hiring Agreement is not intended to confer exclusive possession on the Hirer and that accordingly no tenancy of the Premises is intended to be created. The Premises remain under the control of the Owners who reserve the right to enter the hired space at any time and for any reason. Where any temporary storage facilities are provided under this Application this is not on an exclusive basis and the Owners reserve the right to relocate any stored goods at any time and for any reason.
5. The Hirer must be over 21 years of age and cannot sponsor any event for anyone under 21. All functions must finish and the building be vacated by 11.30pm.
6. The Hirer will not do anything on or around the premises which will be a nuisance or annoyance to the Church members or the Church’s neighbours. No helium balloons allowed at parties as they get stuck in ceiling fans.
7. The Hirer understands that the Owners need contact information and that the information will be kept securely either encrypted electronically or in a locked cupboard. Following the completion of the hire, the data will be destroyed.
8. The Elders reserve the right to refuse any application for a hiring and are not obliged to disclose the reason for doing so.
9. This Agreement supersedes any previous agreement made between the Owners and the Hirers.

Signature of applicant, Hirer Date

Position in group/organisation on whose behalf this application is made, if applicable

.....

Email address

Address including postcode

.....

Telephone number(s)

Day

Evening

Mobile

Signed on behalf of the ‘Owners’

Please send this form to the booking secretary, together with a deposit cheque of 25% of the hire charge plus the refundable deposit. Please make cheques payable to ‘Cheltenham URC’ Payments byBACS preferred. Bank details are issued once booking on our system.