

**Premises Hiring Agreement
Between
Parish of St Matthew's Haslington
And**

Name ("The Hirer")	
Phone Number (Landline & or Mobile)	
Email Address	
Address	
Purpose of Hire:	
Date Required:	
Time required: (Remember to include preparation and clean-up time)	To
Number of people:	

Price per hour		Number of hours		Total Cost	
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Unless otherwise agreed, please ensure that full payment of the above amount is made no less than 14 days prior to your booking.

DECLARATION:

I have read and agree to abide by the conditions set out in the Parish of St Matthew's Haslington Church Hall Lettings Policy

Signed.....

Date.....

Premises Hiring Agreement – Additional Information

Booking:

Contact the Church Hall Bookings Officer to make a booking:

By Phone: TBA

By email: hcganglican@gmail.com

By Website: <https://www.hcganglican.org/hall-booking>

Any bookings made will be provisional until a complete Premises Hiring Agreement is completed.

Application Forms and a Copy of the Lettings Policy can be obtained from the parish website:

<https://www.hcganglican.org/church-hall-booking>

Payments and Cancellations:

Hiring of the premises incurs an hourly charge.

Payments may be made by BACs Transfer, cash or cheque (made payable to St Matthew's Haslington PCC).

Debit or credit card payment facility is available by card reader.

A £5:00 non-refundable deposit is required when making the booking.

Unless otherwise agreed payment in full must be paid at least two weeks before the hiring takes place.

The PCC reserves the right to cancel the hire at short notice if the hire fee is not paid in full in accordance with this requirement.

Any cancellation by the Hirer must be made in writing to the Church Hall Bookings Officer.

Hire Rates (2023):

Commercial rate £15 p/h

Registered Charity rate £10 p/h