

Agreement for the Hire of St Paul New Southgate Parish Hall, High Road, London N11 1PL

1. **This Hire Agreement** is between:

(1). The Parochial Church Council of St Paul New Southgate ("the PCC") of 11 Woodland Road, London, N11 1PN, and

Full name	
Address	
Mobile number	Email

The PCC's authorised representative is: Adam Kantepudi, Hall Manager
Mobile: 0777 210 4446
Email: stpaulsn11hall@gmail.com

2. The PCC agrees to permit the Hirer to use St Paul New Southgate Parish Hall, High Road, London N11 1PL on the date, for the period, and for the purpose set out below, in exchange for payment by the Hirer to the PCC of the Hire Charge in paragraph 2(c) and the Security Deposit in paragraph 2(f) below:

a). Date and period of hire:

Date(s):
Between hours:

The time includes the time to set up and to clear up. If the Hirer wishes to extend the period of hire or shorten it, contact should be made in advance with the Hall Manager to see whether this can be arranged. Extra time will be charged at the same hourly rate as stated in paragraph 2(c) below, or the Hire Charge will be reduced if the period of hire is shortened, provided that this has been agreed with the Hall Manager in advance.

If the period of hire above is longer than 12 months, then after 12 months from the initial booking this agreement is void and a new agreement should be reached for hire to continue.

b). Rooms hired: Main hall, kitchen, and toilets. The Hirer may use any of the tables and chairs in the main hall

c). Hire Charge:

<p>[please see our website for charges https://stpaulsnewsouthgate.co.uk/hall-hire/]</p> <p>Cost per hour (or cost per day):</p> <p>Due to COVID we require groups to pay for a cleaner after each time the hall is used. This fee is £20 per use.</p> <p>TOTAL:</p>

The charge is payable at least seven days before the date of hire.

d). Purpose of hire:

<p>Optional: [The Hirer agrees there will be no sale of alcohol or other goods, and no fundraising, in order to avoid the necessity of obtaining licenses from the authorities.]</p>
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The maximum number of persons allowed in the hall is normally 120 however due to COVID, group sizes are very limited as per Government guidance. All of the attached Rules for Hall Users (2020) will be followed.

e). Clearing up: The Hirer agrees to clear up as the hire period progresses and to take home all waste generated by the party for recycling or disposal. Clearing up includes the bagging up and taking away of waste, the wiping clean of tables, the mopping up of spills and the sweeping of floors, the returning of tables and chairs to their original positions (with chairs being stacked no more than five high), and the cleaning of the

kitchen, toilets and stage as necessary, with the objective of leaving the hall in a tidy state ready for the next user.

f). Security deposit: A security deposit of £100.00 (£300 for adult parties), is required in addition to the hire charge which is payable when the Hirer signs this agreement to confirm that he/she wishes to go ahead with the booking. This will be repaid after the hire period has ended provided that there has been no damage to the hall and its contents, and clearing up has been satisfactorily completed, and the hire period has not overrun.

g). How to pay: By BACS bank transfer:

Account name: St Pauls Parochial Church Council

Barclays Bank, Whetstone Branch,

Sort Code: 20-95-61, Account Number 50788759

Alternatively the hire charge may be paid by cheque made out to "St Pauls PCC" and handed to the Hall Manager in advance.

3. Cancellation by the Hirer: To allow for the possibility of a last minute illness or emergency in the Hirer's family, the PCC will accept cancellation right up to the day of hire by the Hirer giving notice to the Hall Manager by email. The deposit will not be returned, however if the Hirer wishes, the booking can be transferred to an alternative date.
4. Cancellation by the PCC: The PCC will cancel this Agreement if the security deposit and the hire charge have not been received by the due dates. The PCC will also cancel the Agreement if something happens that renders the hall unfit or unsafe to use, or inaccessible, in which case the PCC will notify the Hirer accordingly, and repay any hire charge and deposit money received. The PCC will try to help the Hirer to find an alternative venue if this should happen.
5. Conditions of Hire: The Hirer agrees to comply with the following Conditions of Hire, and the attached Rules for Hall Users (2020):-

a). The Hirer shall be responsible for the safety of those attending the above given event(s), especially any children and any vulnerable adults.

The Hirer must provide the Hall Manager a copy of their safeguarding policy, which must then be agreed by the church's Safeguarding Officer and Standing Committee of the PCC before the premises is used, **or** they may adopt the parish's policy. Please see the Appendix below.

The Hirer should take note of the evacuation procedure in the event of fire, and take note of the location of the fire-fighting equipment, and the first-aid box and book in the kitchen. Exit doors and lobbies must be kept clear of prams, bicycles, mobility vehicles, tables, chairs, and anything else. These must be brought into the hall or left outside in a position well away from the exit doors.

In the event of a fire, the evacuation procedure should be implemented first, then the Fire Brigade should be called out. If there are capable persons present who are able to use the fire-fighting equipment without putting themselves at risk, this may be attempted as long as the evacuation is not impeded. Please contact the Hall Manager to inform them of the fire when the evacuation is complete.

If an accident occurs, the Hirer should consider whether to call for an ambulance. A report of the accident should be entered in the accident book kept in the first-aid box. Please contact the Hall Manager to let them know there has been an accident.

b). The Hirer agrees to inform the PCC (via the Hall Manager) immediately if they become aware that any person with coronavirus symptoms has entered the building, or is identified as having been on the premises.

c). The Hirer should ensure that any children's play activities are properly supervised in order to avoid injury. Bouncy castles and trampolines are not allowed in the Hall because of the risk of falling onto the hard wood floor.

d). Nothing should be brought into the Hall which poses a fire risk or danger of explosion. The use of fire or flame is not allowed. Candles on a cake or tea-lights in protective holders may be used at the Hirer's own risk, provided that great care is taken to ensure that no fire is caused, and that the candles/tea-lights are extinguished as soon as possible. The kitchen has two gas cookers and a microwave which should be used for the heating or cooking of food and should be constantly supervised. No other cooking equipment should be brought into and used in the Hall.

e). Due regard should be paid to local residents. The Hirer should ensure that guests' cars do not cause an obstruction preventing local residents from reaching their homes, and blocking access for emergency vehicles. The Hirer should ensure that the music coming from the entertainers and sound system is not so loud as to cause damage to the hearing of guests or to cause annoyance to local residents.

f). The Hirer shall be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons attending the party. The Hirer should consider calling the Police if a fight breaks out, or someone's behaviour is ruining the party. Please contact the Hall Manager to inform them of any incident.

g). No decorations are to be fixed or stuck to the walls or woodwork, as their removal could strip away or damage the painted surfaces. Decorations may be tied to chairs, tables, window stays or handles, or attached to the hooks and eyes provided.

h). The Hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises or the contents of the building during or as a result of the hire period and in respect of any liability to third parties or otherwise arising out of the use of the premises during the hire period.

i). The premises must not be used for any unlawful purpose or in any unlawful way.

j). Smoking is not allowed inside or immediately outside the premises.

6. The Hirer shall not assign this Agreement to any other person or body, nor shall it sub-let the premises to any other person either in full or in part.
7. 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.
8. The PCC accepts no responsibility for the loss of any personal possessions brought onto the premises. These are introduced at the owners' personal risk.

As witness the hands of the parties hereto

Signed on behalf of the PCC

..... Adam Kantepudi (Hall Manager)

Signed by the Hirer

..... Name printed:

Date of agreement:

Please contact Adam Kantepudi on mobile: 0777 210 4446 if you have any questions about this Agreement, or if any problem or emergency occurs on the day of hire. In case you are unable to contact Adam, please call Margaret Parker (Churchwarden) on 07875 502641 or Shola Soyoye (Churchwarden) on 07872 620867.

Appendix: Safeguarding Provision

The Parochial Church Council of St Paul's New Southgate Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Full details are on our website: <https://stpaulsnewsouthgate.co.uk/contact/safeguarding-policies/> Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own (which has been agreed by the church Safeguarding Officer and Standing Committee of the PCC).

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.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;

- 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;
- 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;
- 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;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- 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;
- you will immediately (within 24 hours) inform the Parish 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 Parish Safeguarding Officer for St Paul’s New Southgate Church is:

Name: Shola Soyoye

E-mail: shola1103@talk21.com Tel. No: 07872 620867

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date