

**Application form for the occasional hire  
of Holy Trinity Church and Community Centre (HTCCC)**

Please fully complete the form below using the Terms and Conditions v1.0 as a reference.

**Name of organisation (if applicable):** .....

**Person arranging the hire:**

Name .....

Role within organisation (if applicable) .....

Address: .....

.....

Postcode ..... Date of birth .....

Contact numbers - Home ..... Mobile ..... Business .....

Email .....

**Purpose of hire** .....

**Number of people expected to attend** ..... (please note the maximum number is [insert])

**Date of hire** .....

**Time of hire:** Arrival time ..... Event start time .....

Event end time ..... Departure time .....

**Facilities required**      **Hall** YES/NO      **Kitchen** YES/NO

**Payment:** Payment must be made in line with the Terms and Conditions

**Hirer's checklist:**

Please include the following documents / evidences with your application

Proof of ID       Copies of any relevant PAT certificates

£50 Deposit       Payment

**Confirmation:**

I confirm that the information given on this form and supporting documents is current and correct

I confirm that I have received, read and understood the Terms and Conditions of Hire for HTCCC hall and agree to abide by them.

**I confirm and agree to pay £..... in full with a £50 deposit**

**Total £.....**

**Signature of applicant** ..... **Name of applicant** .....

**Date of application** .....

**Once completed, please return to:**      **Carl Kelsall, Holy Trinity Community Centre, Dean St,  
Ashton under Lyne, Tameside, OL67HD  
Tel 0161 339 0236**

Signed on behalf of HTCCC .....

Name ..... Date .....

## **Terms and Conditions of Hire for HTCCC Hall and Kitchen**

### **Occasional Hire - for the year 2015**

**The premises are a consecrated worship area. It is expected that all hirers of the premises will respect this whilst on site.**

#### **1. Bookings**

1.1 Any person or organisation who wishes to hire the hall for the same purpose or activity on more than three occasions in any three month period is deemed to be a regular hirer and will therefore need to obtain the Terms and Conditions for Series of Engagements - Regular Hire and the application for regular hire.

1.2 Holy Trinity Church and Community Centre (HTCCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.

1.3 The person named on the agreement ('the hirer') is responsible for these terms and conditions of hire being adhered to and must be present for the duration of each hire period.

1.4 The agreement is personal to the hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall or kitchen to the hirer or of creating any tenancy between the hirer and HTCCC.

1.5 The regular hirer is to use the hall only for the purpose stated in the application form.

1.6 The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.

1.7 The use of the hall does not entitle the regular hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with HTCCC.

1.8 On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 50 people can occupy the hall at any time during its use.

1.9 HTCCC requires the premises to be vacated by 22.00 hours.

1.10 HTCCC reserves the right to refuse admission to any person or persons.

1.11 The Hirer shall, if preparing, serving or selling food be responsible for all relevant food health and hygiene legislation and regulations

#### **2. Payments**

2.1 The hirer is personally responsible for payment of all fees or other sums due in respect of the hire.

2.2 For a single hire a booking deposit cheque of £50 must be paid at the time of application and will be destroyed, if all hiring conditions are met, after the end of the hire period.

2.3 Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year. The present hourly rate for the use of the hall is as follows:

**2.4 Hall, £12 (private use), £20 (public service organisations) and (£10 (community use)**

#### **3. Access to the Hall/Keys**

3.1 The hall will be opened by a member of staff or of the management Committee.

#### **4. Smoking**

4.1 All buildings are no smoking areas (including e-cigarettes) and therefore smoking is not permitted.

#### **6. Decorations / Notices**

6.1 No advertisements, bills, flags, emblems or other decorations shall be displayed inside or outside the premises without previous written consent of the HTCCC Management Committee.

6.2 No bolts, nails, tacks or screw bits, pins or other like objects shall be driven into any part of the premises.

## **7. Electrical Equipment**

7.1 All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing).

7.2 The regular hirer is to provide an up to date PAT Test Certificate.

## **8. Fire Exits and Regulations**

8.1 Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.

8.2 The hirer must make him/herself fully conversant with the fire drill for the hall and the position of appliances and emergency exits. In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely.

## **9. Cleaning**

9.1 The hirer shall, at the end of each hire period, leave all areas of the hall and/or kitchen in a clean, tidy and orderly state. **Failing to do so will mean the loss of the deposit**

## **10. Exiting the Building**

10.1 The hirer will be checked out of the building at the end of the hire period.

## **11. Cancellations / Changes to Bookings**

11.1 HTCCC has priority use of the premises. If any changes to a confirmed booking are necessary, HTCCC will endeavour to give at least one month's notice if at all possible.

11.2 If, due to an emergency or unforeseen circumstance, HTCCC consider it necessary to cancel a booking, HTCCC will refund the booking fee in full. However, HTCCC shall not be liable to pay any compensation to the hirer or any other person due to cancellation.

11.3 HTCCC reserves the right to terminate the hire or cancel the booking if it finds or suspects that the hirer is using or is intending to use the hall for any activity other than that stated on the application form.

11.4 If a hirer wishes to cancel a booking one month's notice is to be given to HTCCC and the deposit will be returned. If less notice is given, HTCCC reserves the right to deduct some or all of the hire fee from the deposit.

## **12. Lost or damaged property**

12.1 HTCCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the hirer or any other person, or in connection with the hire.

## **13 Damage, Loss, Injury**

13.1 It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. HTCCC accepts no responsibility for any injury to persons or damage to property arising out of the hire.

13.2 Any costs incurred by HTCCC during the hire period eg breakages, cleaning etc. and any costs incurred as a result of the hirer's non-compliance with the Occasional Hirer's Checklist will be deducted from the deposit.

Costs not covered by the deposit will be invoiced separately

13.4 Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as

possible and in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.

13.5 Hirers will be responsible for their own risk assessments for their activity whilst using the hall and/or kitchen.

#### **14 Failure to comply**

14.1 HTCCC reserves the right to terminate any hire immediately in the event of the hirer's failure to observe or perform any of the conditions and terms of hire contained herein.

#### **15 Management Committee**

The telephone numbers of committee contacts are as follows

Leslie Smith      07798947980

Judith Hilton

For bookings and prices please contact the centre manager on 0161 339 0236 or call into the centre

Holy Trinity Community Centre,

Dean St,

Ashton under Lyne,

Tameside,

OL6 7HD