



APPLICATION FOR HIRE OF CHURCH OR HALL PREMISES

DETAILS OF HIRER:

<i>Name of Hirer:</i>	
<i>Address:</i>	
<i>Telephone number:</i>	
<i>Name of responsible person:</i>	

DETAILS OF HIRE:

<i>Description of areas required:</i>			
<i>Description of event::</i>			
<i>Dates and times required: (please provide full extent, not restricted to, e.g., performance times)</i>			
<i>Date</i>	<i>Start time</i>	<i>Finish time</i>	<i>Purpose</i>

Please provide any additional information regarding arrangements or requirements:

On behalf of the person/organisation named above I apply for the hire described above subject to the terms and conditions specified overleaf which are hereby accepted.

(Signed)

Date:

FOR OFFICIAL USE

Old Saint Paul's Scottish Episcopal Church A registered Scottish charity number SC017399 Jeffrey Street, Edinburgh EH1 1DH Telephone 0131 556 3332 Internet: www.osp.org.uk E-mail: office@osp.org.uk	Hire amount	
	Date of hire	
	Date received	
	Initials	

TERMS AND CONDITIONS OF HIRE

1. Parties to the Hire

The space reserved overleaf is let by the Wardens and Vestry of Old St Paul's Church to the hirer named overleaf.

2. Payment

Unless otherwise agreed in writing on invoice by the Wardens and Vestry, full payment of the hire charge shall be paid at the time of booking. Should any payment not be received by the specified date the Wardens and Vestry reserve the right to cancel the booking. Payment of any balance of the hire fee shall be due upon presentation of invoice.

3. Cancellation

In the event of cancellation by the hirer, a fee of 10%-20% of the full hire charge shall be charged, at the discretion of the hall manager.

4. Safety

All electrical equipment, displays, staging and other similar items utilised by the hirer shall conform to all relevant regulations of the City of Edinburgh Council. Connections to be made to the electrical power supply by other than 13 amp fused plugs shall be subject to approval in advance by the Wardens and Vestry. All cables crossing floor areas to which persons have access shall be taped throughout their length. Cables will not be laid across exit doors or evacuation routes. All doors and corridors within and providing safe means of exit from the hired area shall be kept clear and fire exit signs will be visible at all times.

5. Care and Use of Church Property

Use by the hirer of any item of church equipment other than chairs and tables shall be subject to approval in advance by the Wardens and Vestry. The full cost of repairing or replacing any Church property as a result of damage, breakage or removal will be made good by the hirer whether this was caused directly by the hirer or otherwise. Promptly upon completion of the hire all equipment and other items supplied by the hirer shall be removed from the premises, all items belonging to the Church shall be restored to their original locations, **and all parts of the premises occupied by the hirer shall be left in a clean and tidy condition.** At the discretion of the hall manager, a returnable deposit of £40 may be charged in addition to the hire charge.

6. No smoking premises

The hirer acknowledges that all parts of the premises are subject to legislation prohibiting smoking in enclosed spaces, and will take all reasonable steps to ensure

compliance with this legislation. Further, the hirer hereby agrees to indemnify the Wardens and Vestry against any fine or penalty which may be imposed as a result of the hire of the premises.

7. Food Safety

It is the responsibility of the hirer to be familiar with and abide by relevant food safety regulations. Copies of the regulations of the City of Edinburgh Council are kept in the hall kitchen for the use of anyone involved in food preparation.

8. Miscellaneous Provisions

The level of noise produced during the hire shall be kept to a reasonable volume as determined by the Wardens and Vestry. All functions involving the consumption of liquor shall be subject to the granting of any required liquor licence to the hirer. The Wardens and Vestry may at their discretion notify additional terms and conditions to the hirer.

9. Children and Young People

In respect of any hire involving work with children or young people, the hirer confirms that they are familiar with the Home Office Code of Practice, *Safe from Harm*, and/or the publication *Protecting Children*, endorsed by the Scottish Office, or a document derived from either of these and approved by an accredited agency, and that they have an understanding of it and undertake to follow the code of practice contained therein to work with children and young people under the age of 16 years. The hirer will be required to sign a declaration to this effect and undertaking to follow the Code of Practice.

10. Liability

The Wardens and Vestry shall not be liable for any claim for personal injuries to the hirer, any person employed by the hirer, or any member of the public, including any member of any organisation represented by the hirer, attending the event for which the booking is made, nor for any loss or damage of any kind which may arise in consequence of any activities or operations carried on by the hirer within or adjacent to the premises hired, nor for any claim, proceedings or expenses in respect thereof, except any claims which may arise through the negligence of the Wardens and Vestry solely as the owners of the premises. It shall be the responsibility of the hirer to effect such insurance as they think fit in respect of their use of the premises, and the hirer hereby agrees to indemnify the Wardens and Vestry against any claim in respect of personal injury or damage to property arising from the hire of the premises.