



St Martin at Palace - HIRE AGREEMENT

PLEASE COMPLETE AND SIGN THE DECLARATION

The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.

SIGNED by or on behalf of the Hirer Date

Print Name Group (If applicable)

SIGNED on behalf of The Norwich Historic Churches Trust Ltd

..... DATE:

Print Name: Job Title:

FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS

CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been hired.

SIGNED on behalf of the Hirer Date

Print Name: Group (if applicable)

SPECIAL CONDITIONS – please complete after discussion with NHCT Office Staff.

ST MARTIN AT PALACE PREMISES TERMS AND CONDITIONS OF HIRE

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. **KEYS:** Normally the Building Manager will open the building and lock up at the end of the event, however, it may be necessary for keys may be collected from the Office by arrangement in advance of the booking date. The keys must be returned immediately after the end of the hiring. Please contact the Office between 9.30am and 16.00pm on a Tuesday or Thursday to make arrangements: Tel: 01603 611530.
3. **DEPOSIT:** The Hirer will pay a deposit of £125.00 at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage or cleaning arising during the hiring.
4. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.
5. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of the Norwich Historic Churches Trust Ltd and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with the Norwich Historic Churches Trust Ltd reserves the right to make an additional charge, which may be deducted from the deposit paid.
6. **CHILD PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
7. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
8. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
9. **SMOKING:** The entire premises and grounds are a No Smoking Zone.

PLEASE KEEP

10. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the Norwich Historic Churches Trust Ltd in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm.
11. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
12. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.
13. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, stopcocks, the nearest hospital and the like.
14. **DAMAGE:** The Hirer shall indemnify the Norwich Historic Churches Trust Ltd for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
15. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
16. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
17. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by the Norwich Historic Churches Trust Ltd insurance cover.
18. **CANCELLATION:** Cancellation 8 weeks before the event the whole deposit will be refunded; 4 weeks before the event 50% of the deposit will be refunded. Less than 7 days there will be no refund.
19. **REGULAR WEEKLY/MONTHLY BOOKINGS:** Regular bookings will be billed quarterly.
20. Even if the Hirer has a regular booking for the hire of the premises the Norwich Historic Churches Trust Ltd reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
21. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired the Norwich Historic Churches Trust Ltd shall not be liable to the Hirer for any resulting loss or damage whatsoever.
22. **ACCESS:** The Hirer shall allow any duly authorised officer of the Norwich Historic Churches Trust Ltd access to the premises or any part thereof at all times during the hiring.

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