

## SECTION A: HIRE AGREEMENT – HIRING DETAILS

<b>Name of Hirer or Representative of Organisation Submitting Hiring Request</b>			
<b>Name of Organisation</b> (if applicable)			
<b>Hirer's Contact Details</b> (please provide contact telephone number and postal or email address)			
<b>Our Lady and St David's Parish Hall</b>			
<b>Is this Hiring request for a Single Booking?</b> (please delete as appropriate)	<b>Yes / No</b>	<b>If Yes, Hiring Date Requested</b>	
<b>Is this Hiring request for a Recurring Booking?</b> (please delete as appropriate)	<b>Yes / No</b>	<b>If Yes, First Hiring Date Requested</b>	
<b>For Recurring Booking Requests, please state below the frequency and duration requested under this Hiring Request:</b>			
<b>Purpose of Hiring</b>			
<b>Proposed Number of Attendees</b>			
<b>Special Requests</b>			

## **SECTION B : HIRE AGREEMENT - DECLARATION**

1. The Hirer hereby acknowledges receipt of a copy and conditions of the Hire Agreement.
2. The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Stage Play Licence relating to management and supervision of the premises are met. A person who is not a party to this agreement may not enforce any of its terms under the Contract (Rights of Third Parties) Act 1999.
3. The Hirer acknowledges their responsibility to make themselves aware of the location and use of the fire equipment, escape routes and method of operation of escape door fastenings.
4. If most of the audience are under the age of 18 the number of attendants in addition to the Hirer shall not be less than 1:20. All attendants must be over 18.

Hiring Request Approved?	YES / NO
Key to be Issued?	YES / NO
Signed: On behalf of the Parish of Our Lady and St David	
Date:	

I confirm that all the information provided in the Hiring Request Form (Section A of this document) is correct to the best of my knowledge. I confirm that if a key is issued I will retain full responsibility for such, will not obtain a copy and will not relinquish this responsibility to another without prior approval of the Parish of Our Lady and St David.

**I confirm that I am aware of the conditions of hire and that I will fully comply with all conditions as detailed in Sections B and C of this hire agreement.**

To Be Signed By Hirer or Representative of the Organisation as named in Section A

**Signed:**

**Print Name:**

**Date:**

## **SECTION C: HIRE AGREEMENT – TERMS AND CONDITIONS**

### **PARISH HALL**

If the Hirer is in any doubt as to the meaning of the following, The Parish of Our Lady and St David should immediately be consulted ([cwmbran@rcadc.org](mailto:cwmbran@rcadc.org))

1. 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 or change of any sort and the behavior of all persons using the premises. To keep the property clean, tidy and clear of rubbish. Not to display any advertisement, signboards, nameplate, inscription, flag banner, placard, poster, signs or notices at the property or elsewhere in the Building.
2. THE HIRER shall not use the premises for any purpose other than that described in this hiring agreement and shall not sub-hire.
3. THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, or otherwise and for observance of the same.
4. **THE HIRER may not use the kitchen area for the purpose of food preparation. Hot and cold beverages may be prepared. Where the Hirer brings food onto the premises or uses an external caterer, it is the Hirer's responsibility to comply with legislation regarding food allergens.**
5. The HIRER shall be responsible for obtaining all liability or other insurances as may be needed for activities taking place during their period of hire.
6. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. THE HIRER shall indemnify the Parish of Our Lady and St David for the cost of repair of any damage incurred as a result of the hiring.
8. IF THE HIRER wishes to cancel the booking before the date of the event the full fee may be payable at the discretion of the Parish of Our Lady and St David.
9. AT THE END of the 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 and any contents temporarily removed from their usual positions properly replaced.

10. THE PARISH OF OUR LADY AND ST DAVID RESERVES the right to cancel this hiring in event of the hall being required for use as a Polling Station, for a Parliamentary of Local Government election or by-election or should the hall be required for a Parish event. Under these circumstances the Hirer shall be entitled to a refund of any deposit already paid.
11. IN THE EVENT of the hall being unavailable for the use for which it has been hired the Parish of Our Lady and St David shall not be liable to the Hirer for any resulting loss or damage.
12. CAPACITY. The number of people on the premises shall not exceed the numbers specified or the maximum number stated for the appropriate hall and function, as follows:  
  
Our Lady of the Angels Parish Hall                      Maximum number 160
13. MEANS OF ESCAPE. All means of escape from the premises must be kept free from obstruction and immediately available for instant free public egress.
14. EMERGENCY LIGHTING SUPPLY must be turned on during the whole of the time the premises are occupied.
15. OUTBREAKS OF FIRE. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Parish of Our Lady and St David.
16. DANGEROUS PERFORMANCES. Performances involving danger to the public shall not be given.
17. EXPLOSIVES AND FLAMMABLE SUBSTANCES shall not be brought into, or used in any portion of the premises. The entire premises and grounds are a No Smoking Zone.
18. INTERNAL DECORATIONS No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Parish of Our Lady and St David.
19. HEATING. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Parish of Our Lady and St David.
20. STORAGE. No unauthorized storage of materials on the premises is permitted. Where approval has been given for the hirer to store materials on the premises, the hirer retains full responsibility for ensuring that items are stored safely and do not block any means of escape from the premises. The hirer will be fully responsible for

arranging the appropriate insurance for items stored on the premises, no liability will rest with the Parish of Our Lady and St David.

21. PAYMENT. The Hirer shall pay the Parish of Our Lady and St David one week in advance of one-off hirings. Payments must be sent to The Administration Office, c/o The Presbytery, Oak Street, Cwmbran NP44 3LT. For regular / recurring hirings Standing Orders must be set-up for settlement of hire charges. Standing Order forms can be obtained from the Administration Office at the above address.