



Assemblies of God Back to God Cardiff

CHURCH HALL HIRE AGREEMENT

Purpose of hiring.....
(Maximum number of 80 guests admitted)

Period of hiring

Date.....

Hours.....

Hiring Fee.....hrs @per hr

Full amount due.....

Refundable damage deposit is (must be cash or cheque) £50 and must be paid before the date of hire.

Payable on or before.....

Cheques should be made payable to
Assemblies of God

Our church authorised contacts for hiring the hall are

1. Deacon T Nyathi
2. Treasurer E Ngongoma
3. Secretary Z Nkomo

Church address is as follows:
Assemblies of God Back to God Cardiff
45 Stacey Rd
Cardiff
CF24 1DS

Telephone 07428622958
E-mail nickdube@assembliesofgodcardiff.co.uk



Details of Hirer

Name.....

Address.....

.....

Post Code

Telephone.....

E-mail.....

PLEASE RETURN THE COMPLETED FORMS TO:

The Church Secretary

Assemblies of God Back to God Cardiff

45 Stacey Road, Cardiff, CF24 1DS

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 Assemblies of God Back to God Cardiff

.....

Date:

Print Name:

Church Title:





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

Refer to Assemblies of God Back to God Cardiff Safeguarding Policy.

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 event for which the premises have been hired.

SIGNED on behalf of the Hirer

Date

Print Name:

Group (if applicable)

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.

KEYS: Keys may be collected from the church Deacon by arrangement in advance of the booking date. The keys must be returned immediately after the end of the hiring. Please contact the mobile number 07428622958 or send an email to nickdube@assembliesofgodcardiff.co.uk to make arrangements.

DEPOSIT: The Hirer will pay a deposit of £50.00 at the time of booking. This will be returned within 7 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.

SUPERVISION AND RESPONSIBILITY: The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric, equipment and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements to avoid obstruction of the public roads.



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 Assemblies of God Back to God Cardiff and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with Assemblies of God Back to God Cardiff reserves the right to make an additional charge, which may be deducted from the deposit paid.

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.

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.

ALCOHOL: These are not licensed premises and no alcohol can be stored, sold or consumed within the entire church premises.

SMOKING: The entire premises and grounds are a No Smoking Zone. For safety reasons individuals, should not smoke in the car park.

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 Assemblies of God Back to God 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 10.00pm.

PUBLIC SAFETY: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, etc.

The Hirer shall not cause or allow the maximum number of guests admitted to exceed the number specified on the application form.

EMERGENCIES: In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, the nearest hospital etc.



DAMAGE: The Hirer shall indemnify Assemblies of God Back to God 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.

The Hirer shall not interfere in any way with the sound system, electricity or gas fittings, meter fittings or fixtures on the premises.

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 or other equipment.

INSURANCE: The Hirer acknowledges that the loss of any items left unattended is not covered by Assemblies of God Back to God insurance cover.

Assemblies of God Back to God Cardiff reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Assemblies of God Back to God shall not be liable to the Hirer for any resulting loss or damage whatsoever.

ACCESS: The Hirer shall allow any duly authorised officer of Assemblies of God Back to God Cardiff access to the premises or any part thereof at all times during the hiring.



Assemblies of God Back to God Cardiff Hire Rates (2017):

	General Hire for more than 8 hours	General Hire for the first 2 hours. 50% per hour thereafter	Regular daily/ weekly hire for 2 hours. 50% per hour thereafter	Private hire by AOG Church members
Large church hall	£100.00	£18.25 per hour	£16.00	50% off General Hire Rates
Small church hall	£60.00	£14.00 per hour	£11.50	50% off General Hire Rates
Sunday School room	£40.00	£10.00 per hour	£9.00	50% off General Hire Rates

The above rates include the use of the church kitchen and the listed kitchen items. If you use the kitchen, could you please ensure that you follow the food handling policy for Assemblies of God Back to God Cardiff.

Church Kitchen:

- Kettle/Urn
- Electric cooker
- Microwave
- Fridge Freezer
- Dishwasher
- Crockery
- Cutlery