



**Riverside Church, Sleaford**  
**Incorporating The Source Multi Use Centre**  
**Southgate Sleaford Lincolnshire NG34 7RY**  
 Tel: (01529) 309482 Email: thesource@riversidesleaford.org.uk



## AGREEMENT FOR HIRE OF CHURCH PREMISES

### Agreement between the Parties:

- (a) Riverside Church, Sleaford ("The Church")  
 (b) \_\_\_\_\_  
 \_\_\_\_\_ ("The Hirer")

**Premises:** The buildings known as Riverside Church, Southgate, SLEAFORD. This term includes the rooms also known as The Source

**Designated Rooms:** \_\_\_\_\_

(and in addition the entrance halls, corridors and toilets to be shared with other users.)

**Date(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

*(The Hirer is allowed without extra charge a **maximum of 30 minutes preparation** and set up time before the commencement of the hire period and a **maximum of 30 minutes to clear up** at the end of the booking. Any use of the Premises outside these times **will** result in an extra charge being levied.)*

**Fee:** \_\_\_\_\_ hours at £\_\_\_\_\_ /and \_\_\_\_\_ hours at £\_\_\_\_\_. (Minimum hire period 1 hour, subsequent hours charged in 15 min. blocks, or part thereof.)

**Or:** £\_\_\_\_\_ per session

**Deposit for cleaning and damages:** £\_\_\_\_\_ (*see para. 23 of the Conditions*)

**Additional items required** (Catering / equipment hire) **detailed below:** £\_\_\_\_\_

**Total due:** £\_\_\_\_\_ **Payment due:** In advance / Monthly in advance / \_\_\_\_\_  
*Cheques payable to "The Source" please*

**I agree to these terms and to the conditions for hiring set out overleaf. I understand that if these terms and conditions are breached, the period of hire may be terminated immediately and without refund of any deposit paid and without prejudice to any further claim the Church may make against the Hirer.**

**Signed:** \_\_\_\_\_ (The Hirer) **Date:** \_\_\_\_\_

Where the signatory is acting on behalf of an organisation, state the capacity in which you are authorised to sign on their behalf: \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Centre Co-ordinator) **Date:** \_\_\_\_\_

This agreement lasts for 12 months from the date of signature.

Additional services required:

\_\_\_\_\_ @ £\_\_\_\_\_ each / per head = £\_\_\_\_\_  
 \_\_\_\_\_ @ £\_\_\_\_\_ each / per head = £\_\_\_\_\_  
 \_\_\_\_\_ @ £\_\_\_\_\_ each / per head = £\_\_\_\_\_  
 \_\_\_\_\_ @ £\_\_\_\_\_ each / per head = £\_\_\_\_\_

### For Church Use only

**Hirer Ref:** \_\_\_\_\_ **Booking Ref:** \_\_\_\_\_

Deposit: Rec'd: £\_\_\_\_\_ (Cash/Cheque) \_\_\_/\_\_\_/\_\_\_ **Refunded:** £\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Key issued: \_\_\_/\_\_\_/\_\_\_ **Serial No.** \_\_\_\_\_ **Key returned:** \_\_\_/\_\_\_/\_\_\_ (Rev 09/07)

### **Conditions of use for Church Premises**

1. **No tenancy:** The use of the Premises is non-exclusive (other users may be in other parts of the building at the same time). This agreement only licences the use of the Designated Rooms of the Premises by the named Hirer, and strictly does not purport to create a legal lease or a landlord/tenant relationship. The Church reserves the right to require the Hirer to use such other rooms within the Premises as the Church may in its absolute discretion from time to time designate.
2. **Health and Safety:** all hirers are required to act responsibly and maintain a safe place for everyone using the premises. A copy of the Church's Health and Safety Policy is available on request.
3. **Tidiness:** All rooms used must be left in a clean and tidy state and floors swept/vacuumed after use.
4. **Environmental care:** Heating is controlled by time clock to which the Hirer does not have access. Lights should be turned off if a room is not in use and must be turned off at the end of the hiring period.
5. **Security:** All lights must be switched off, windows closed and doors closed (and locked/bolted where appropriate) when the Premises are vacated; please check them carefully.
6. **Damages:** All breakages and damages must be reported to the Centre Co-ordinator as soon as possible. The Church reserves the right to require payment in part or in full for any damage due to the wilful action or negligence of users (see condition 23 "Deposit" below).
7. **Furniture & equipment:** All furniture & other equipment must be properly and safely put away after use.
8. **No smoking:** It is illegal to smoke anywhere inside the Premises. **Please keep at least 3 metres from any doors and open windows when smoking.**
9. **Alcohol:** No alcohol is to be sold, provided, or consumed on the Premises.
10. **Ethical code:** No activity that may be considered dangerous, immoral, illegal or a nuisance to others may take place on the Premises. No spiritual/religious activity that is not in keeping with a Christian ethos is allowed on the premises.
11. **Signs and posters:** No signs, posters or notices may be erected in or on the building, except temporarily during the times of the hiring or with prior agreement. Care must be taken not to damage notice boards or other displayed material when displaying temporary notices; notices may not be attached to bare walls.
12. **Fundraising:** Subject to compliance with condition 10, the Church does not wish to place restrictions on how the Hirer carries out fund-raising, but activities involving gambling, including raffles and tombolas, **may not be advertised on the Premises. The organiser and beneficiary of all fund-raising events must be stated clearly on all posters, tickets, and other publicity material.**
13. **Kitchen:** Where the kitchen facilities are used by the Hirer, they must be left clean, surfaces wiped down, crockery washed, dried and put away after use. No food items may be left behind.
14. **Rubbish:** Rubbish and recyclables must be placed inside the relevant Wheelie bin or **removed from the Premises**, not left next to the bin. Unsold items from sales must be completely removed from the Premises.
15. **Leaving the premises:** The Premises must be completely vacated not more than 30 minutes after the end of the agreed hire period. All users are to leave the area with due regard to our neighbours.
16. **Complaints:** Queries & complaints may be taken up with the Centre Co-ordinator or the Minister only.
17. **Car parking:** The Church does not provide any car parking space. The car park to the side of the Church is not owned by the Church and must not be used without permission of the owner.
18. **Keys:** Where the Hirer is issued with keys to the rooms specified in this agreement, those keys must not be copied or passed around without the express permission of the Centre Co-ordinator, and remain the property of the Church. Where keys are issued, they must be returned to the Centre Co-ordinator on demand and in any case as soon as is reasonably possible on completion of the letting. **The Hirer will be charged in full for the cost of replacing locks and cutting sufficient keys if they cause or permit any key to the Premises to be duplicated.**
19. **Public Entertainment:** The hall is not licensed for public entertainment and shall not be used for such purposes without the prior agreement of the Church and then only with a Public Entertainment Licence obtained at the Hirer's own expense.
20. **Public Liability:** Hirers must have their own public liability insurance to cover their event.
21. **Child and Vulnerable Adult Protection:** Hirers must either agree to comply with the Church's Child Protection Policy and/or Vulnerable Adult Protection Policy where those groups will be present, or have in place their own written policy available for inspection. The Church's policy is available on request.
22. **Other parts of the premises:** You must not access or permit access to other parts of the Premises not specified in this hiring agreement, except at the specific direction of the Centre Co-ordinator or other Church officer.
23. **Deposit:** The Deposit specified in the agreement is required in advance in cash or cleared funds. This will be returned upon satisfactory inspection of the Premises. If the condition is not satisfactory, a deduction may be made to cover the cost of cleaning and/or breakages. Furthermore the **Hirer agrees to indemnify the Church against the full costs** arising from negligence or deliberate act that results in damage to the Premises or property stored on the Premises or that requires additional cleaning whether or not a deposit has been paid and regardless of whether the deposit covers the liability in full. Where a deposit is required, **the booking is strictly provisional until the deposit is paid.**
24. **Cancellation:** the hirer may cancel their booking at any time. If the cancellation is made less than 7 days before the start of the hiring period, the hirer's deposit will be forfeited. If the cancellation is made with **less than 24 hours notice, the full letting fee and deposit shall be forfeited.**
25. **If any of these conditions are breached, the Church reserves the right to terminate the booking forthwith. For regular or ongoing bookings, the agreement may be terminated by either party giving not less than two months' notice.**