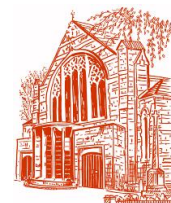




# St Martin's Parish Centre

Victoria Avenue • Worcester WR5 1EE

The Parish of St Martin with St Peter in the Worcester South East Team



please reply to:

58 Camp Hill Road • Worcester • WR5 2HG

Tel: 01905 353470

malcolm@malcolmmcmurray.plus.com

## St Martin's Parish Centre – Hiring Agreement (Regular use)

Hirer: . . . . . (Must be 21 or over)

Contact Name: . . . . .

Address: . . . . .  
. . . . .  
. . . . .

Tel. No: . . . . . Mobile No: . . . . .

email: . . . . . (For confirmation of booking)

Day/time of use: Day: . . . . . Start time: . . . . . End time: . . . . .

Frequency of Use: . . . . .

Purpose of use: . . . . .

Is it intended to use copyright music? YES / NO

Room required: Upper Hall Lower Hall Meeting room (Delete as appropriate)  
(The charge will be advised when the booking is confirmed)

Method of payment: Cheque Standing Order BACS (Delete as appropriate)  
(The preferred method of payment is by monthly standing order with reconciliation in December of each year).

Name of keyholder: . . . . .  
(Please note that the key is 'restricted' - if further or replacement keys are required. there will be a charge of £25.)

If further keys are required, please enter the name(s) of those who will be key holders:  
. . . . .

I agree to abide by the terms and conditions of hire: (they can be viewed/downloaded on our website)

Signed (Hirer): . . . . . Date: . . . . .

email the completed form to the Parish Centre Manager – [malcolm@malcolmmcmurray.plus.com](mailto:malcolm@malcolmmcmurray.plus.com)

### Notes

- (1) If there is any query about the hiring or charges, please contact the Parish Centre Manager (email or 01905353470).
- (2) Any damage found or caused, or anything not working as it should, must be reported to the Parish Centre Manager .
- (3) Cleaning is carried out each weekday.. If necessary, floors should be swept and left clean for the next user.
- (4) All recyclable rubbish must be removed from the premises.
- (5) The 'last user' must check toilets, switch off all lights, ensure all windows and doors are closed, and set the alarm system.

P.T.O.

### Declaration

1. We confirm that our organisation has public liability insurance cover for our activities, whilst the church premises are being hired. We understand that we are primarily liable for any accident or injury which arises out of our activities whilst using the premises and ensure that all reasonable steps are taken to prevent injury, illness, loss or damage occurring.
2. We confirm that our organisation has an adequate, up to date safeguarding policy, which is regularly reviewed and its implementation/compliance monitored. We confirm that our organisation uses the Disclosure and Barring Service. We understand that our hiring agreement may be terminated in the event of failing to comply with our organisation's safeguarding procedures.

**OR**

3. We confirm that no children, young people or vulnerable adults take part in our activity.

*delete 2 or 3 as appropriate*

**Signed** .....

**Print name** ..... **Role** .....

**Of behalf of:** ..... **(Organisation Name)**    **Date** .....

1 April 2021