

St. Giles' Church
Cambridge

TERMS AND CONDITIONS FOR HIRERS

Details of hirer or person responsible for booking the church*

** (This information is gathered, processed and stored in compliance with the terms of our Data Privacy Notice, which can be read online here, with print copies available on request from the Parish Office: <http://www.churchatcastle.org/sites/default/files/Ascension%20Parish%20privacy%20notice.pdf>)*

Name of Hirer:

Contact Address:

Contact telephone number:

Date(s) of Hire:

Time(s) of Hire:

Licence to use rooms

The Parochial Church Council of the Parish of the Ascension, Cambridge ("the PCC"), whose authority has been delegated to St. Giles' Church DCC, hereby grants the above named Hirer a licence to use St. Giles' Church, together with the kitchen, toilet, and any other facilities specified in FORM A, subject to the terms and conditions listed below.

Terms and Conditions of Hire

1. The PCC does not accept liability for loss or damage to the Hirer's property or the property of anyone whom the Hirer permits to enter. Users are advised to insure any valuable property. Groups and organisations should also have their own annual public liability which includes an indemnity principle.
2. You are strongly advised that you undertake your own risk assessment prior to your event. Any accident or incident relating to Health and Safety that occurs during the hire period must be reported to the PCC via the Parish Office as soon as possible after the event.
3. The PCC undertakes that the premises will be reasonably clean and tidy when the hiring begins. The Hirer undertakes to leave the premises in a reasonably clean and tidy condition at the end of their period of hire. In the event of the Hirer failing to do the latter, a charge of £30.00 will be made for any extra cleaning required.
4. If the Hirer or any person permitted to enter the premises by the Hirer causes damage to the fabric or fittings of the premises, a charge will be made for repair or replacement. Any damage to the church property or equipment, or difficulties encountered by the Hirer should be reported at the end of the hiring period.
5. The Hirer agrees not to pass on any loaned keys to any other person without the consent of the Bookings Co-ordinator or a church officer.
6. The Hirer agrees to abide by parish policies on health & safety, safeguarding, equal opportunities and the environment. These are available on our website at <http://www.churchatcastle.org/node/24>

Signed by the Hirer:

Date:

RECEIPT OF DEPOSIT

A returnable deposit of £30 is payable on completion of this form.

Received by:

Date: