**Contract of Hire**

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**St Matthias’ Parish Centre, Killiney Parish, Ballybrack**

**CONTRACT OF HIRE**

This contract is made on the date **(8)** between the **Select Vestry** **(1)** and the **Hirer (2)** named below, in consideration of the sum(s) to be specified (6). It should be completed, signed and returned to the Bookings’ Secretary within **SEVEN** days.

|  |  |
| --- | --- |
| A | The **Select Vestry** agrees to permit the hirer to use the premises **(5)** for the purpose **(3)** and the period **(4)** all defined below, viz.: |
|   | 1 | **Select Vestry** – Authorised representative – Bookings’ Secretary: |
|   |   | TANYA OLHAUSENST MATTHIAS’ PARISH OFFICECHURCH ROADKILLINEYCOUNTY DUBLIN | 0852382375/tolhausen@gmail.com |
|   | 2) | **Hirer** | Authorised representative  | ………………………………………………………………… |
|   |   |  | Organisation (if appropriate)  | ………………………………………………………………… |
|   |   |  | Address : | ………………………………………………………………… |
|   |   |  |   | ………………………………………………………………… |
|   |   |  | Email  | ………………………………………………………………… |
|   |   |  | Mobile | ………………………………………………………………… |
|   |   |  |  Landline | ………………………………………………………………… |
|   | 3) | **Purpose of Hire** |  ……………………………………………….........................................……… |
|   | 4) | **Period of Hire** | Date(s): ……………………………………………………………………………………Period from: ………………… to: ………………….     no. of hours……………………….. |
|   | 5) | **Premises required** | (please indicate): | Main Hall / Parish Hall/Foyer/ Kitchen |
|   | 6) | **Hiring Fee** | Payment must be made by cash/cheque and sent to the Booking Secretary with the completed Contract of Hire. A schedule of charges is attached. CHEQUES PAYABLE TO ST MATTHIAS’ CHURCH. |
| B) | The hirer agrees with the Select Vestry to observe and perform the provisions and stipulations contained or referred to in the attached STANDARD CONDITIONS OF HIRE for the time being in force and understanding of which the hirer acknowledges.**AS WITNESS the hands of the parties hereto:** |
| Signed by the person named at (2) on behalf of the hirer …………………………………………………………. Signed by the person named at (1) on behalf of the Select Vestry ………………………………………………………….  |
|   |  | 8)Date: …………………………………………………………. |

**Please Note: If you wish your booking to be confirmed enclose a stamped self-addressed envelope TO The Bookings’ Secretary.**

# Standard Conditions of Hire

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## St Matthias’ Parish Centre

### Standard Conditions of Hire

If the hirer is in any doubt as to the meaning of the following, the bookings secretary should be contacted immediately, on 0852382375.

#### 1) T****he Hirer****

(a) shall pay for the hire of the agreed rooms and facilities in advance, on return of contract of hire form to the bookings secretary,

(b) shall make cheques payable to the Select Vestry,

(c) shall , in the event of cancellation , give a minimum of 7 days’ notice to the booking secretary. Failure to do so will result in requirement to pay full hiring fee.

#### 2) T****he Hirer will, during the period of hire, be responsible for:****

(a) ensuring that all approaches to, and ways from ,exit doors, are free from obstruction,

(b) supervision and care of the premises, the fabric and contents, to avoid damage, however slight,

(c) the behaviour of all persons using the premises, whatever their capacity,

(d) proper supervision of car parking arrangements, so as to avoid obstruction of the highway, and ensure safety of other users, especially children.

(e) ensuring that noise is controlled so as not to disturb local residents.

(f) providing evidence of up-to-date insurance and child protection policies relevant to their business and/or activity.

#### 3) The Hirer

(a) shall make themselves aware of fire exits and location of fire extinguishers,

(b) shall not sublet or use the premises for any unlawful purpose, or in any unlawful way, nor do anything ,or bring onto the premises anything, which will endanger the same or any insurance policies in respect thereof,

(c) shall not allow the consumption of alcoholic liquor on the premises without written permission of the hall management committees authorised representative,

(d) shall not allow the use of naked lights at any time, particularly candles.

#### 4) The Hirer

(a) shall be responsible for, and for obtaining a licence for the consumption of intoxicating liquor,

(b) shall indemnify the Select Vestry against any claims or proceedings in respect of copyright fees or damages arising out of their use of the premises,

(c) must submit to the bookings secretary when requested, any programme details required by the performing rights society.

#### 5) The Hirer

shall indemnify the Select Vestry for the cost of any repair of any damage done to any part of the property, including the curtilage thereof, and any replacement, or any loss or damage to the furniture, equipment and fittings.

#### 6) The Hirer

(a) shall be responsible for any articles and clothing placed in the cloakrooms, toilets and other rooms,

(b) shall indemnify the Select Vestry against any claims arising from any loss or damage to such articles and clothing during the period of hire,

(c) shall be responsible for recording all accidents on the accident report sheet, which is located in the foyer on the notice board.

**The Select Vestry cannot accept responsibility at any times for articles and clothing left in the building or curtilage.**

#### 7) If The Hirer

wishes to cancel the booking before the date of the event, and the Select Vestry is unable to conclude a replacement booking, the question of payment or the repayment of the hire fee shall be at the discretion of the Select Vestry.

#### 8) The Hirer will ensure

(a) that all functions end by 23-30 (11-30pm),

(b) that the entire premises and car park are vacated by 23-45 (11-45pm),

(c) that there is no nuisance to local residents.

#### 9) At the end of the period of hire, The Hirer shall be responsible for

(a) removing all items brought onto the premises. Any rubbish, recycling etc must be removed and disposed of by the hirer in their own bags. Parish Centre bins are strictly for the use of the church;

(b) leaving the premises and surrounds in a clean and tidy condition (including the cloakrooms), sweeping floors (no detergents or water to be used), contacting the bookings secretary to report any spillages and/or damage, properly locking all fire exits and doors;

(c) turning off lights and heaters (where appropriate);

(d) closing all doors and ventilators;

(e) replacing all chairs and tables temporarily removed from their usual positions.

***If these conditions are not met, the select vestry shall be at liberty to make an additional charge.***

#### 10) The Select Vestry

reserve the right to cancel a hiring, if necessary at short notice, in the unlikely event of an extraordinary parish or diocesan event in which case the hirer shall be entitled to a refund of any monies already paid.

#### 11) The Select Vestry

shall not be liable to the hirer for any resulting loss or damage in the event of the hall, or any part thereof ,being rendered unfit for use for which it has been hired.

#### 12) The Select Vestry reserves the right

(a) of free admission for one or two members of the Select Vestry to any function, for any period,

(b) to refuse any application for hire of the hall for any reason it may consider sufficient,

(c) to pass on any costs or charges incurred as a result of the hirer leaving the premises in a untidy or damaged condition.