



DIOCESE OF HEXHAM AND NEWCASTLE

Registered Charity No. 1143450

Company limited by Guarantee No. 7732977

HOLY FAMILY HARTLEPOOL
PARISH OFFICE
GROSVENOR STREET
HARTLEPOOL
TS26 8DP

Hire Agreement

This Agreement is made on the date and between the Trustees of the Diocese of Hexham and Newcastle and the hirer named below.

The Trustees of the Diocese of Hexham and Newcastle agree to permit the hirer to use the premises for the purpose and for the period(s) all described below.

Date of Agreement: _____

Hire Address: ☐ **HOLY FAMILY PARISH CENTRE, HUTTON AVENUE, HARTLEPOOL, TS26 9PN**
(Please tick) ☐ **ST PATRICK'S CHURCH HALL, MAXWELL ROAD, HARTLEPOOL, TS25 3QQ**

Hirer

- a) **Organisation:** _____
- b) **Authorised Representative:** _____
- c) **Address:** _____

- d) **Telephone Number:** _____
- e) **Purpose of Hiring:** _____
- f) **Period of Hiring - Date(s):** _____
Hour(s): _____

CHARGES

- The Diocese shall charge the Client: **£55.00 PER DAY**
- A non-refundable deposit of **£20.00** is required at the time of booking to secure

METHOD OF PAYMENT

- Bank Transfer – Name: **DHN THE HOLY FAMILY**, Account Number: **11173928**, Sort Code: **40-34-45**
- Cash – Handed in at the Parish Office
- Cheque – Payable to **HOLY FAMILY HARTLEPOOL**

CONTACT POINTS

All communication provided for this Agreement shall be in writing, or oral and confirmed in writing, and shall be addressed to the contact for each party referred to below.

This Client's contact shall be:-

@:

Tel:

The Diocese's contact shall be:

@: **HOLYFAMILYHARTLEPOOL@GMAIL.COM**

Tel: **01429 866288**

Terms of Use for Hall Hire

The use of the Hall is managed by the Parish Office on behalf of the Parish Priest, acting as an agent of the Trustees of the Diocese of Hexham and Newcastle.

General Conditions of Use

The Hall and its facilities must be used in accordance with these terms and conditions.

- The use of inflatables, such as bouncy castles and slides, is strictly prohibited. Non-compliance may result in immediate termination of the hire agreement and forfeiture of any payments made.
- The Hall must be left in a clean and tidy condition. All rubbish must be removed from the premises by the hirer.
- Any furniture moved during use must be returned to its original position. To prevent damage, tables and chairs must be lifted, not dragged.
- Any damage to floors, carpets, decorations, or furnishings must be avoided.
- No items may be affixed to the walls.
- Individual heating appliances must be switched off after use.
- Smoking is strictly prohibited within the building and on its premises.
- Before leaving, all lighting, heating, fans, sound systems, and electrical appliances (except permanently installed ones) must be turned off.
- Users are encouraged to conserve energy to help maintain reasonable hire charges.

Hours of Use

No bookings outside of the below hours will be accepted.

Monday to Saturday: 9:00 AM – 9:00 PM

Sunday: 10:00 AM – 5:00 PM

Extensions may be granted upon written request to the Parish Priest.

Capacity

The maximum occupancy of the Hall is 100 people, including volunteers and performers. This limit must not be exceeded.

Safety and Emergency Procedures

- Emergency exits must be kept clear at all times.
- The emergency lighting system must be operational while the Hall is in use.
- Fire-fighting equipment must remain in designated locations and used only in emergencies.
- In case of fire, the Fire Brigade must be contacted immediately, and the Parish Priest must be informed.
- Highly flammable substances are not permitted on the premises.
- First Aid provisions are available in the Kitchen. Any accidents must be recorded in the parish accident book and reported.
- All electrical equipment brought onto the premises must comply with the Electricity at Work Act 1989.
- Any faults or damages must be reported to the Parish Priest immediately. Repairs must not be attempted without approval.

Conditions of Hire

1. The hirer will be responsible for the supervision of the premises, its fabric, and contents, ensuring their care and safety, and overseeing the behaviour of all persons using the premises.
2. The hirer must use the premises only for the agreed purpose, which must align with the teachings and ethos of the Roman Catholic Church, and must not engage in unlawful activities.
3. The hirer shall not sublet or use the premises for any unlawful purposes or bring anything onto the premises that could endanger the property or affect insurance policies.
4. The Trustees of the Diocese of Hexham and Newcastle do not provide insurance for the hirer. It is recommended that the hirer maintains adequate insurance coverage, including public liability of at least two million pounds, and provides proof upon request.
5. The hirer must comply with all relevant Health and Safety, Licensing, and Local Authority regulations, as well as Diocesan Safeguarding Guidelines, including providing proof of relevant DBS checks if applicable.
6. The hirer shall indemnify the Trustees for the cost of repairing any damage caused to the property or its contents during the hiring period.

7. If keys are provided, a key log sheet must be signed, and:
 - They must not be copied.
 - They must be held securely by a named responsible person.
 - They must be returned to the Parish office at the agreed time.
8. The hirer is responsible for obtaining any necessary licenses for entertainment, lotteries, or copyright compliance, and proof must be submitted seven days before the event.
9. The premises must be left secure, clean, and in good order after use, with any moved contents returned to their original position.
10. The Trustees of the Diocese of Hexham and Newcastle are not liable for:
 - a. Any consequential loss if the hirer cannot use the premises as planned.
 - b. Any injury, claims, or damages unless caused by their negligence.
 - c. Any loss or damage to personal property left on the premises or car park.

The hirer agrees to indemnify the Trustees against any claims arising from the hire of the Hall.

Supervision Requirements

- The hirer must be at least 18 years old and present throughout the hire period.
- For public events, at least two responsible adults (18+) must be present for supervision.
- All supervisors must be familiar with the evacuation procedures and fire safety equipment.
- Children must be supervised at all times

Alcohol, Gambling, and Entertainment Licenses

- The consumption, sale or purchase of alcohol is strictly prohibited.
- All activities must comply with relevant gambling laws.
- A minimum of four weeks' notice is required for stage play productions to allow for licensing arrangements.
- Users of recorded media are responsible for obtaining necessary copyright licenses.

Liability and Damages

- The Diocese of Hexham and Newcastle is not responsible for any loss, damage, or theft of personal property.
- The Hirer shall be responsible for any damage caused to the premises, fixtures, fittings, or equipment during the hire period.
- A compulsory excess fee of £50.00 will be charged for any damage, with any additional repairs or replacement costs invoiced separately.
- The Hirer agrees to reimburse Holy Family Parish for such costs within 14 days of receiving an invoice.

Parking

- Parking is available but may be restricted during church services or events, priority will be given to parishioners.
- Vehicles must not obstruct access routes.
- Attendees must be informed of parking limitations.

Noise and Nuisance Control

- Noise levels must be kept at a reasonable level to avoid disturbance to neighbours and other Hall users.
- Guide dogs are permitted; all other animals are prohibited.

Cleaning and Security

- The Hall must be returned to its original state after use.
- No rubbish is to be left on-site.
- The Hall must not be left unattended or unlocked during use.
- Upon departure, all windows and internal doors must be securely closed, and the premises properly locked.

Catering

- The Trustees of Diocese of Hexham and Newcastle accept no responsibility for any food / drink brought in by any outside agencies.
- The hirer will remove any food left at the end of the booked session.

Signed for and on behalf of the Hirer

Signature:

Name:

Organisation:

Position:

Telephone Number:

Address:

Date:

Signed for and on behalf of the Trustees of the Diocese of Hexham and Newcastle

Signature:

Name:

Position:

Telephone Number:

Address:

Date: