



Hire Agreement

This Hire Agreement is dated:

Between Highcliffe Methodist Church of Lymington Road Highcliffe, represented by its Managing Trustees and the User named below:

Name:

Address:

Organisation (if applicable):

Contact Telephone No: Email:

AGREE AS FOLLOWS:

1. In consideration of the Hire Fee of £..... and subject to the User agreeing to the obligations in the terms and conditions, Highcliffe Methodist Church permits the User to a one-off hire of the following:

Room: (Main Hall, Kitchen or Parlour)

Purpose of event:

Hire Period Date: Time From To
(Include time for preparation before and for clearing up.)

Notes:

- i. If the Hire is to be repeated on a regular basis the Hire Schedule on the following page must be completed.
- ii. Details of the standard Hire Fee for each room in the premises can be seen on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk.
2. The User agrees that they have read and will fully comply with the terms and conditions contained within the document 'Terms and Conditions, Use of Methodist Premises by Third Parties' and the Action Plans contained within the Covid-19 Risk Assessment document. These documents can be seen on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk.
3. The User agrees to pay the required Hire Fee in advance upon signing this agreement or on the day of the hire or in the case of recurring use upon receipt of a quarterly invoice. Methods of payment can be seen on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk.
4. Data protection legislation covering how the Managing Trustees use any personal information acquired or used in relation to the Hirer's use of the Premises and the Event can be seen on the Methodist Church website at: (<http://www.tmcg.org.uk/about/data-protection/managing-trustees-privacy-notice>).

Signed by (on behalf of the User) confirming agreement to the terms of this Hire Agreement and those currently displayed on the 'Hiring of Premises' page of the church website at: www.highcliffemethodist.org.uk.

USER

Name:

Signature: Date:

MANAGING TRUSTEE REPRESENTATIVE

Name:

Signature: Date:

Hire schedule (Recurring events)

Indicate the rooms or resources you wish to hire along with the session, start and finish times or your events (including time for preparation before and for clearing up), day of the week and frequency by putting a tick in the appropriate boxes below. Use additional sheets if necessary to indicate your requirements. Hire prices are per session.

Room/Resource

Hall		Kitchen		Parlour		Stage lights	
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Session

Morning		Afternoon		Evening		Start/Finish time:
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Day

Mon		Tues		Wed		Thurs		Fri		Sat	
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Frequency

1 st week		2 nd week		3 rd week		4 th week		5 th week	
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Room/Resource

Hall		Kitchen		Parlour		Stage lights	
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Session

Morning		Afternoon		Evening		Start/Finish time:
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Day

Mon		Tues		Wed		Thurs		Fri		Sat	
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Frequency

1 st week		2 nd week		3 rd week		4 th week		5 th week	
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Room/Resource

Hall		Kitchen		Parlour		Stage lights	
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Session

Morning		Afternoon		Evening		Start/Finish time:
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Day

Mon		Tues		Wed		Thurs		Fri		Sat	
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Frequency

1 st week		2 nd week		3 rd week		4 th week		5 th week	
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Note: Any storage accommodation required is dependent upon availability and will not be for your sole use. The church will retain keys to the storage.