**Booking Form**

**Poppleton Methodist Church**

The Green

Upper Poppleton

York

YO26 6DP

Bookings Coordinator – Ruth Morrison, 3 Nursery Road, Nether Poppleton, York YO26 6NN

 Tel: 01904 783755 e-mail: ruth.morrison@ntlworld.com

**Dated:**

## **Parties**

## The managing trustees named in clause 1.1 below (**Managing Trustees**)

## The person(s) or organisation named in clause 1.2 below (**Hirer**)

**AGREE AS FOLLOWS:**

1. In consideration of the Hire Fee described in clause 1.3 below and **s**ubject to the Hirer’s obligations under clauses 2 and 4, the Managing Trustees permit the Hirer to use the Premises described in clause 1.4 below for the purposes of the Event described in clause 1.5 below for the Hire Period described in clause 1.6 below.
	1. The **Managing Trustees** are:

(*full name of first authorised Managing Trustee);* and

 *(full name of second authorised Managing Trustee)*

for themselves the members (or such of the members as have attained full age) of Poppleton Methodist Church Council

which expression shall include their successors from time to time ascertained in accordance with the provisions of Part II Schedule 2 to the Methodist Church Act 1976*.*

Telephone Number: as above

Email address: as above

The **Hirer** is:

 (*full name of person(s) hiring the Premises)*

OR

 *(name of organisation)*

acting by *(representative of organisation hiring Premises duly authorised to sign this agreement)*

of (*contact address)*

Telephone Number:

Email address:

* 1. The **Hire Fee** is: £ per hour

 £ in total

* 1. The **Premises** are:

 *(description of room(s) and facilities i.e. kitchen to be hired)*

* 1. The **Event** is:

|  |  |
| --- | --- |
| Children’s party |  |
| Meeting |  |
| Rehearsal |  |
| Christening party |  |
| Other: | ...................................*(please state)* |

* 1. The times of hire (**Hire Period**) are:

Date: 20

From: am/pm until am/pm

*(please include sufficient time for preparation and clearing up)*

1. The Hirer agrees to observe and perform the conditions provisions and stipulations contained or referred to in the Standard Conditions of Hire and any Special Conditions of Hire set out in Schedules 1 and 2
2. The Hirer and the Managing Trustees agree and declare that the terms defined in clause 1.1 to 1.6 above have the meanings defined therein when used in the Standard Conditions of Hire and any Special Conditions of Hire. These are on the Poppleton Methodist Church Website. [www.poppletonmethodistchurch.org.uk](http://www.poppletonmethodistchurch.org.uk)
	1. **Agreement:** this agreement, the Standard Conditions of Hire and any Special Conditions of Hire.
	2. **Building:** the land and building of which the Premises form part including any Facilities.
	3. **Cautionary Deposit**:[[1]](#footnote-1) £
	4. **Deposit**: £ *(being at least one third of the Hire Fee)*
	5. **Facilities**: the following facilities in or upon the Building that can be used by the Hirer during the Hire Period:

|  |  |
| --- | --- |
|  | *Please tick if facilities available for use* |
| toilets |  |
| washroom |  |
| kitchen |  |
| other |  |

* 1. **Safeguarding Policy**: the safeguarding policy of the Methodist Church, available on the website as above.
1. The Hirer agrees with the Managing Trustees to be present (or to procure that its authorised representative is present in the case of an organisation) during the Hire Period to supervise the Event and to ensure full compliance with the terms of this agreement.

SIGNED by:

(Managing Trustee)

SIGNED by:

(Managing Trustee)

SIGNED by:

(Hirer)

SIGNED by:

 (Hirer)

1. Such sum is paid by the Hirer to cover the cost of repair or replacement if any damage or breakages occur during or as a result of the Event. This sum of money is then refunded or retained under standard condition 1.3 at the Managing Trustees’ absolute discretion. [↑](#footnote-ref-1)