



THE PROVIDENCE CHAPEL CHARLWOOD TRUST

Providence Chapel Charlwood - Hiring Agreement

DATED

AGREED as follows:

1. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Day(s) Month

Time required (Hours) From To

Preparation

2.2 Chapel:

(a) Providence Chapel, Chapel Road, Charlwood, Surrey RH6 0DA – Operated by The Providence Chapel Charlwood Trust Ltd., Registered Charity No. 1163909

(b) Authorised Representative – Helen McKenna

Address – 1 Holmwood Cottages, Glovers Road, Charlwood Surrey RH6 0EH

Telephone Numbers & Email – 07806 564556 – email: secretaryprovidencechapel@hotmail.com

2.3 Hirer:

(a) Name -

(b) Organisation -

(c) Name of Organisation's Authorised Representative -

Address -
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Telephone Numbers -

Email -

2.4 Hire Fee

Hire Fee £

Deposit £

You must pay as a deposit £50 when you receive a copy of this Agreement signed on behalf of the Chapel to confirm your booking. You must pay the balance of the booking fee prior to receiving the keys, or access to the Chapel.

Balance £

Special deposit £

We will refund the deposit within 28 days of the termination of the period of hire or return of the key, whichever is the later, provided that no damage or loss has been caused to the premises and/or contents (including lost keys charged at an admin charge of £25), nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

2.5 Premises - (Advise as applicable)

Whole of Chapel -

If part of Chapel please specify e.g. 'vestry' (committee room) only -

Storage of equipment -

2.6 Purpose/description of hiring:

2.7 Is this a commercial hire? **Yes / No**

2.8 Will tickets be sold for your event? **Yes / No**

2.9 Is food to be provided at the event? **Yes / No**

2.10 Is alcohol to be provided at the event? **Yes / No** If yes, For sale - **Yes** Not for sale – **Yes**

2.11 Will there be exhibition of a film? **Yes / No**

2.12 Will live music be performed or recorded music played? **Yes / No** If yes, please advise –
Disco/Own recordings/Band/ Live group/ Other (please provide details)

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall: 120 Please advise likely numbers attending

Committee room: 10 Please advise likely numbers attending

4. We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a Temporary Event Notice (TEN) to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

Signed on behalf of the Chapel.

Signed by the hirer

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(Please return duly completed first 2 pages to the Chapel Secretary)

Version 4 – May 2021