

RETURN TO:

Aigburth Community Church
20 Woodlands Road
Liverpool
L17 0AW

**Aigburth Parish Hall
Letting Agreement**

This letting agreement covers the arrangement for the use of the Parish Hall by the undersigned group. In signing this agreement the tenant agrees to abide by the terms and conditions outlined here. The trustees of Aigburth Community Church reserve the right to terminate a tenancy where this agreement is being broken.

1. The hall and its facilities will be made available to hire to groups at the discretion of the trustees of Aigburth Community Church. Lettings may be refused by them where the hall is unavailable due to prior booking or the group undertaking the letting is considered to be outside of the ethos of the agreement between St Anne's Parish Church and Aigburth Community Church. This agreement stipulates that hirers must be providing a community benefit and not be in conflict with the Christian faith.
2. Lettings may be preliminarily booked over the telephone or by email but will only be finally agreed on completion of a booking form.
3. Regular lettings will be billed monthly in arrears in writing. Invoices must be paid within 10 days of receipt.
4. Lettings will be billed unless cancelled at least a month in advance.
5. Storage of equipment by regular hirers is available only by prior arrangement, any items left outside of groups' designated cupboards will be liable to be thrown away as part of the weekly cleaning routine.
6. Hirers of the hall must leave the premises in the condition in which they found them. Tables must be collapsed down and chairs moved to the edge of the hall. Brushes are provided in the cupboard for sweeping up when this is needed. A £20 housekeeping deposit is required with all party bookings which will be returned after inspection of the hall following the event.
7. All rubbish generated by a booking must be removed from the hall by the hirer.
8. The hirer may only use the premises for the purposes outlined in their application form, subletting of the hall by any group is not permitted.
9. Any damages to the fabric or equipment in the hall must be brought to the attention of Aigburth Community Church who reserve the right to pass on the cost for repair to the hirer.
10. Smoking is not permitted on the premises.
11. Hirers are not permitted to sell, serve or consume alcohol on the premises.
12. The fire-exits must be left clear at all times.
13. On leaving the building all the lights must be switched off and doors secured.
14. The hirer is responsible for their own public liability insurance and in signing the letting agreement the hirer indemnifies the trustees of Aigburth Community Church against all claims in respect of injury, loss or damage arising from the letting.

Signed: _____

Date: _____