

**St Martins United Reformed Church,  
Longridge Avenue, Saltdean, Brighton, BN2 8LR  
Booking Form Agreement**

A booking agreement made on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ between the treasurer for and behalf of ST MARTINS REFORMED CHURCH (the 'church') and \_\_\_\_\_ (the 'hirer') whereby it is agreed as follows:-

1. The hirer shall have the use of the hall including the kitchen at St Martins URC, Saltdean on:

\_\_\_\_\_ day, the \_\_\_\_\_ of \_\_\_\_\_ 201\_\_\_\_ between the hours of \_\_\_\_: \_\_\_\_ and \_\_\_\_: \_\_\_\_  
between the same hours on each subsequent ('the booking period/s').

2. The bookings are required by the hirer for the purpose of: \_\_\_\_\_

3. The hirer shall pay a booking fee of £\_\_\_\_.00 for each period of use payable monthly, the first payment being due on the signing of this agreement and thereafter monthly on the **last** day of each month. Payment may be made by:

- a) Cheque, payable to St Martins Church.
- b) Bank Credit Transfer – transfer details will be sent via email.
- c) Online via our website [www.stmartins-urc.org.uk](http://www.stmartins-urc.org.uk) / Hall hire and lettings.

4. The hirer agrees to be bound by the conditions of hire set out in the Schedule of this Agreement.

5. This agreement shall continue until terminated by either party giving to the other one weeks' notice in writing provided that:

- a) In the event of any breach by the hirer of the terms and conditions of this agreement or in the event of any circumstances whatsoever arising requiring the Church to have immediate possession then the Church in their absolute discretion at any time terminate this agreement without notice.
- b) If the church or any members of the congregation or any other hirers shall require Church rooms or alternative use at any time then provided that not less than 24 hours' notice given to the hirer, the booking for any particular day or days may be cancelled in which event the booking fee (or a proportionate part) for that part will be returned to the hirer provided that the Church shall endeavour to provide as long a period of notice of such cancellation as is reasonably practical in the circumstances so as to cause as little disruption as possible to the hirer.

6. Any amendment to the booking fee or the booking period agreed by the parties shall be in writing and shall be supplemental to this agreement which in all other respects remain in full force and effect.

7. This agreement supersedes any previous agreement made between the parties or their predecessors.

**I have read and understood the 'Conditions of Hire' enclosed. ☐**

**Signed by the hirer** \_\_\_\_\_

**Email** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

Please save and send as an email attachment to [enquiries@stmartins-urc.org.uk](mailto:enquiries@stmartins-urc.org.uk) or post (with your cheque if applicable) to Bookings Secretary, 89 Cissbury Crescent, Saltdean, Brighton BN2 8RH.

## The Schedule: Conditions of Hire

1. Reasonable use of the lighting is included in the booking fee. The hirer agrees to use the lighting and water heating economically and if there is excess usage to pay any additional sum which the Church may consider reasonable. Heating controls etc. must not be interfered with.
2. The hirer shall take good care of the premises, furniture, fittings, equipment and other property therein and shall make good and pay for any damage howsoever caused.
3. The hirer shall not use the premises for any other purposes or at any other times than those specified in this booking agreement.
4. The Church shall not be liable for any loss incurred to the hirer as a result of any event happening rendering this premises unfit for use or which may cause the premises to be closed or the hiring to be interrupted or cancelled.
5. The Church reserves at all times the right of entry onto the premises.
6. The Church will be under no liability in respect of any damage or theft or loss of any equipment or personal belongings whatsoever brought onto the premises by the hirer or any persons enjoying the use of the premises for the purposes of this booking.
7. The hirer agrees to insure with a reputable insurance company against any injury or damage caused to or by the hirer or his/her helpers, agents, pupils, members or their friends whilst upon the Church premises and to **indemnify** the Church against all claims or demand in respect thereof.
8. The hirer shall during the booking period be responsible for the efficient supervision of the premises including the effective control of children and the orderly and safe admission and departure of persons to and from the premises in case of emergency. Exit doors must be kept unlocked and free from obstruction at all times during the period of the hire. The use of the grounds except for access is not concluded in this agreement.
9. The premises shall be vacated by the end of the time booked **and left in a clean and tidy state. All rubbish including domestic waste must be removed from the site** and the premises should, unless otherwise directed, be securely locked with lights turned off and windows closed.
10. The hirer must not make any alteration to the premises or decorations or affix anything to the walls or arrange for any maintenance or any repairs to the premises, structures or fittings without the prior consent of the Church.
11. The hirer undertakes to observe the fire precautions pertaining to the premises.
12. If used the **kitchens must be left secure and tidy** and any crockery used washed and put away.
13. The hirer shall not leave any goods or apparatus in or on the property unless authorized by the Church.
14. In the event of the hirers use of the premises resulting in any increased insurance premiums being paid by the Church to pay such increased premium on demand and in the event of any rates or other charges being raised by the Local Authority in respect of the hirer's use of the premises to pay the same on demand.
15. The hirer shall be responsible for payment of any Performing Rights Society fees and Copyright infringement costs etc. resulting from the playing of music (recorded or otherwise).
16. SMOKING IS NOT ALLOWED IN THE PREMISES OR GROUNDS.