

# HIRE AGREEMENT

THIS AGREEMENT is made on date (1) between St. Wilfrid's Church PCC, (2) the HIRER, (3) named below whereby in consideration of the sum(s) mentioned (7):

St. Wilfrid's Church PCC agrees to permit the HIRER to use the premises (4) for the purpose (5) and for the period of (6).

1. Date of Agreement .....

2. St. Wilfrid's Church Hall Hire Secretary , telephone: 01243-841275, or authorised Deputy. Correspondence to St. Wilfrid's Parish Office, St. Wilfrid's Church, Ellasdale Road, Bognor Regis, PO21 2SG

3. **The HIRER** (a) full name, address, telephone number and email address

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(b) Organisation, name address and telephone number.

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4. **PREMISES** required for the Hiring. Please tick where appropriate.

- (a) Committee Room only
- (b) Hall only
- (c) Hall and Kitchen
- (d) Church

5. **TYPE OF EVENT:** .....

## 6. PERIOD OF HIRING

Day of Week..... Hours.....  
Commencement .....

## 7. CHARGES

In accordance with hire charges – see item (1) of attached conditions of Hire

**MAXIMUM NUMBERS** for using the Hall: - 100 persons or 80 seated at tables.

3 wheelchairs with named accompanying carers.

for using the Church – 250 persons

3 wheelchairs with named accompanying carers.

The **CONDITIONS OF HIRE** shall form part of this HIRE AGREEMENT.

**Acknowledged and signed by the Hirer or his/her Authorised Representative.**

**Name** ..... (capitals)

**Signature** .....

**Date** .....

**Please sign both copies, retain one copy and return the other to the Hall Hire Secretary at the Hall address.**