

Mission House Hire Agreement

Thank you for enquiring about using our 'Mission House'. Our vision for the Mission House Centre is to see it used in such a way that lives are restored. The hire fees set out below are to cover the upkeep and ongoing maintenance of the building rather than to provide a profit.

Fees and Charges

- The fee for hiring a meeting room at the Mission House Centre is £15 per hour.* This includes the use of a shared kitchen and toilet facilities. The building contains our church offices and two main rooms.
- Other rooms may be in use at the time of hire but we will try and ensure that if several people are using the building the uses will be complementary.
- Fees must be paid in advance, preferably by a bank transfer, in liaison with the Church Administrator (07743 584528 / admin@christchurchchester.com).
- The Mission House Centre is not normally staffed so to use it on a one-off basis will require the attendance of a caretaker to open and close the building and to familiarise you with the facilities. This will incur a verger's fee of £17 (2 hours verger's fee), which should be paid directly to the verger/caretaker.

Hiring Conditions:

- i. We are a Christian Church of England Charity and so would ask that no activities are to be undertaken which, in our view, are not consistent with a Christian ethos.
- ii. A responsible adult must be delegated to maintain proper supervision and the prevention of unauthorised entry. It is assumed this is the hirer named on this agreement. If not, please provide an additional name and contact number.
- iii. Please ensure that the Mission House is left in a tidy condition with furniture returned to its designated locations.
- iv. Chairs and tables in the lower hall should be restacked in the right-hand cupboard after use.
- v. Any damage to the premises or equipment must be reported in the Accident/Incident Book which can be found in the top drawer of the kitchen unit. Any serious damage or breakage must be reported immediately to the Church Administrator - 07443 584528.
- vi. Any unreasonable damage, additional cleaning or clearance of rubbish will be chargeable to the hirer.
- vii. It is the hirer's responsibility to obtain adequate insurance for any equipment they bring into the Mission House.
- viii. The hirer is wholly and exclusively responsible for ensuring the health and safety of all people they invite into the Mission House Centre during the hire.
- ix. If the hirer intends to bring alcohol onto the premises for consumption during the event, the Church Administrator must have been informed prior to the

* A 50% discounted rate can be applied to local community groups or members of Christ Church electoral roll.

event and an agreement reached - 07743 584528. It is the responsibility of the hirer to investigate and obtain any events license required.

- x. The building is surrounded by residential housing and so we would ask that you please respect our neighbours and keep noise levels at a reasonable level so that we can continue to hire out the building.
- xi. In accordance with the law, smoking is not permitted anywhere on the premises. In addition, out of respect for our neighbours, we request smokers do not congregate in front of our entrance to smoke, but instead move across the road to the bike rack area on the church green.
- xii. We try to keep the building in a clean and tidy condition but if there are any issues we would ask that you let us know so we can rectify any problems.

For regular users, this agreement can be terminated by either side on receipt of one month's written notice, unless there is a serious breach of the hire agreement or the premises are incapable of occupation e.g. due to a fire.

Failure to abide by these conditions will result in suspension of the hiring.

I agree to abide by the hiring conditions for the Mission House Centre and I have received a copy of this agreement.

Name:

Contact Number:

Address:

Signed on behalf of Hirer:

Signed:

Date:

Signed on behalf of Christ Church PCC

Signed:

Date: