

OCKBROOK & BORROWASH PAROCHIAL CHURCH COUNCIL

THE GORDON LACEY HALL

DAILY LETTING AGREEMENT

NAME: .....

ADDRESS: .....

HOME TELEPHONE:..... MOBILE TELEPHONE:.....

PURPOSE FOR WHICH THE HALL IS REQUIRED:

.....

TIME OF LETTING: FROM: ..... TO: .....

PLEASE ENSURE THAT YOU ALLOW FOR SETTING UP & CLEANING ATERWARDS.

DATE OF LETTING: .....

Amount paid: £..... Deposit paid: £.....

Deposit refunded: £ .....

Charges are payable in advance - for single letting add a £100.00 cheque deposit against loss or damage. (refundable after inspection by the caretaker).

SIGNED: ..... DATE: .....

PRINT NAME: .....

N.B. This form must be completed by ALL persons or organisations using the Hall, (including local Anglican organisations or committees regardless of the fees involved) to ensure insurance coverage

Fees: £12.50 per hour (or part thereof)

£100.00 per day (9.00 a.m. to 5.00 p.m.)

£50.00 per ½ day (9.00 a.m. to 1.00 p.m. or 1.00 p.m. to 5.00 p.m.)

The hall holds a maximum of either: 40 people seated or 60 people standing

Copy for lessee and copy for records.

CARETAKER AND BOOKING AGENT: Chas Price Telephone: 01332 663305

## The Gordon Lacey Hall Lease Terms and Conditions

1. The rental charge is £12.50 per hour, with a minimum charge of £25.00 to cover the first two hours of the lease period. Charges and where applicable, a deposit, are payable in advance. The deposit of £100.00 cheque is refundable, but deductions may be made to cover losses, breakages or damage.
2. A formal lease agreement will be signed at the commencement of the lease; there will be one copy for the Lessee and another for the Caretaker/Manager. When a deposit is paid the Lessee will sign the Caretaker's copy to acknowledge return, with, or without any deductions as appropriate.
3. The key is the property of the Ockbrook and Borrowash Parochial Church Council and must be returned at the end of the lease period. Copying of this key is not allowed without written permission.
4. Any changes to the lease period, times or dates, must be agreed with the Caretaker/Manager well in advance.
5. All chairs, tables, crockery and utensils, etc are the property of the Ockbrook and Borrowash Parochial Church Council and may not be removed from the Hall without written permission.
6. Use of the facilities are included in the lease agreement and care should be taken to ensure that they are returned to their original clean condition at the end of the lease time.
7. All food and perishable materials should be put into the bins provided and these must be emptied into the main refuse bin, outside the Hall, at the end of the lease period.
8. No fires or fireworks etc should be lit inside the Hall. There is a 'No smoking' policy in force for the Hall.
9. Sale or consumption of alcohol or intoxicating beverages is not allowed in or around the premises.
10. The Lessee is responsible for the Health and Safety of everyone in the Hall during the lease period.