

ST STEPHEN PARISH COUNCIL

Regular User Hire Agreement 2018

THIS AGREEMENT is made on the DATE (1) between ST STEPHEN PARISH COUNCIL (2) and the HIRER (3) named below in consideration of the FEE(S) (4).

A ST STEPHEN PARISH COUNCIL agrees to permit the HIRER (3) to use the HALL(s) (5) for the PURPOSE (6), DATES (7) and TIMES (8) as described below.

1 DATE OF THE AGREEMENT

2 ST STEPHEN PARISH COUNCIL

Address: The Clerk, St Stephen Parish Centre, Station Road
Bricket Wood, St Albans, Herts, AL2 3PJ
Tel 01923 681443 Fax 01923 681338
Email clerk@ststephenparishcouncil.gov.uk

3 HIRER

(a) Organisation: _____

(b) Authorised representative _____

Address: _____

Postcode _____

Telephone: Home _____ Work _____
Mobile _____

Email: _____

4 HIRING FEE (invoiced in advance) £ _____ Per hour/session (inclusive of standard rate VAT where applicable)

5 HALL(s) HIRED Greenwood Park Sports Hall / Orton Hall / Lounge
(delete as applicable) Parish Centre Tennyson Hall / St Stephen Suite / Watling Rm / Oakwood Rm

6 PURPOSE OF HIRING

6(a) Numbers attending _____

6(b) Other (eg parking, mobile floodlights) _____

7 DATES OF HIRING

Month	Dates	Month	Dates
January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

8 TIMES OF HIRING

Day	Time		Day	Time	
	From	To		From	To
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday					

- B** THE HIRER agrees with St Stephen Parish Council to observe and perform the provisions and stipulations contained in or referred to in the 'Basic Conditions and Obligations of Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed (see below and attached sheet, if applicable).

SCHEDULE OF ANY SPECIAL CONDITIONS – Agreed at time of signing

- A) Invoices will be issued quarterly in advance.
- B) **Invoice payment is due within 10 days of the date of the invoice.** The Council will exercise its statutory right to claim interest and compensation for debt recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998 if payment is not received in accordance with the credit terms.
- C) Payment must be made prior to HIRER's first session.
- D) HIRER to leave the Halls (5) clear and tidy at the end of each day's hire or as required.
- E) All Hirer's items to be removed at end of each day's hire.
- F) All other uses of facilities must be agreed in advanced and will be charged at the current tariff.
- G) The hire rates are reviewed on an annual basis in December
- H) A copy of your **Public Liability Insurance, Child Protection Policy, Portable Appliance Test Certificate, PPL Licence, Ofsted Certificate**, as applicable, and any other relevant licences/certificates to be provided.
- I) _____

AS WITNESS the hands of the parties hereto:

Signed on behalf of St Stephen Parish Council: _____

Name _____

Signed by the person named at 3(b) on behalf of 3(a): _____

Date _____

One signed copy of this document must be returned to ST STEPHEN PARISH COUNCIL (2) prior to your first session. Please retain one copy for your records.

FOR OFFICE USE ONLY

Date invoice issued	Invoice No	Amount	Payment Date	Method



ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE, STATION ROAD, BRICKET WOOD,

ST ALBANS, HERTS, AL2 3PJ

Web: ststephenparishcouncil.gov.uk

VAT Registration No: 630 0563 81