**Unitarian Chapel Hall Hire Agreement – Model Template**

**1. Parties Involved**

This Hire Agreement is made between:

* **Owner**: [Name of Chapel] (hereinafter referred to as “the Owner”)
* **Hirer**: [Name of Hirer] (hereinafter referred to as “the Hirer”)

**2. Premises**

The Owner agrees to let and the Hirer agrees to hire the following premises:

* **Location**: [Address of Chapel Hall]
* **Description**: [Description of the Hall and Facilities]

**3. Hire Period**

* **Date(s) of Hire**: [Start Date] to [End Date]
* **Time(s) of Hire**: [Start Time] to [End Time]

**4. Hire Fee**

* **Total Hire Fee**: [Amount]
* **Deposit**: [Amount] (to be paid upon signing this agreement)
* **Balance**: [Amount] (to be paid [Number] days before the hire date)

**5. Purpose of Hire**

The Hirer agrees to use the premises for the following purpose(s):

* [Description of Event or Activity]

**6. Responsibilities of the Hirer**

The Hirer agrees to:

* Ensure the premises are used only for the agreed purpose.
* Comply with all local laws and regulations.
* Maintain the premises in a clean and tidy condition.
* Be responsible for any damage caused during the hire period.
* Ensure all attendees adhere to the chapel’s policies and guidelines.

**7. Insurance**

The Hirer must provide proof of public liability insurance covering the hire period, or have sought confirmation from the chapel that cover is in place.

**8. Parking and Access**

* **Parking**: The Hirer and attendees are permitted to use the parking facilities located at [Parking Location]. The Hirer is responsible for ensuring that vehicles are parked in designated areas and do not obstruct access routes.
* **Access**: The Hirer will be provided with access to the premises via [Access Method, e.g., key, code]. The Hirer must ensure that all doors and windows are securely locked upon departure.

**9. Cleanup After Events**

The Hirer agrees to:

* Ensure that all rubbish is collected and disposed of in the provided bins.
* Return all furniture and equipment to their original positions.
* Sweep and mop floors as necessary.
* Remove all personal belongings and decorations.
* Report any damages or issues to the Owner immediately.

**10. Liability for Accidents**

The Hirer agrees that the Owner shall not be liable for any injury, loss, or damage to persons or property occurring during the hire period. The Hirer is responsible for ensuring the safety of all attendees and must take all necessary precautions to prevent accidents.

**11. Alcohol Consumption**

The Hirer agrees to:

* Obtain any necessary licenses or permits for the sale or consumption of alcohol on the premises.
* Ensure that alcohol is consumed responsibly and in accordance with local laws and regulations.
* Prevent the consumption of alcohol by minors.
* Monitor and manage the behaviour of attendees to prevent any disturbances or damage.

**12. Cancellation Policy**

* **Cancellation by Hirer**: [Details of Cancellation Policy]
* **Cancellation by Owner**: [Details of Cancellation Policy]

**13. Indemnity**

The Hirer agrees to indemnify the Owner against any claims, losses, or damages arising from the hire of the premises.

**14. Termination**

The Owner reserves the right to terminate this agreement if the Hirer breaches any terms and conditions.

**15. Governing Law**

This agreement shall be governed by and construed in accordance with UK laws.

**16. Setting the Hall’s Hiring Policy and Charges**

The Owner will outline the hiring policy and the basis for setting hire charges.

**17. Premises Licence Conditions**

The Hirer must comply with any conditions related to the premises licence, such as operating schedules and fire risk assessments.

**18. Health and Safety Policy**

A copy of the hall’s health and safety policy is attached to this agreement. The Hirer agrees to adhere to this policy.

**19. Temporary Event Notices and Licensed Bars**

The Hirer must apply for consent for a Temporary Event Notice or a licensed bar if needed. Forms are provided by the Owner.

**20. Regular Hirers**

Provisions for regular hirers, such as clubs or groups that book the hall for extended periods, are included in this agreement.

**21. Occupational Licence**

For long-term hires, such as a nursery or playgroup, an Occupational Licence will be used instead of a hiring agreement.

**22. Accessibility Requirements**

The Owner agrees to provide reasonable accommodations to ensure the premises are accessible to all individuals, including those with disabilities. The Hirer must inform the Owner of any specific accessibility requirements in advance to ensure appropriate arrangements can be made.

**23. Signatures**

By signing below, both parties agree to the terms and conditions of this Hire Agreement.

* **Owner**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Hirer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_