



Hiring Agreement for the Church Premises

This Agreement is made on the _____ day of 202____ BETWEEN the Vicar and Churchwardens of the Parish Church of the Holy Trinity and St Mary, Berwick-upon-Tweed ("the Church")

by

and duly authorised signatory (1)

by

and authorised signatory ("the Hirer") (2)

Interpretation: Throughout this Agreement:

- the Church is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the said Vicar and Churchwardens, their employees, volunteers, church workers and invitees;
- the Hirer is referred to as "you"; "your" is to be construed accordingly; "you" also includes members of your management, your management committee, employees, volunteers, agents and invitees;
- "the Premises" shall include those parts of the church and the parish centre specified in clause 2.3;
- "the event" shall mean the purpose for which the Premises are hired;
- where our consent is required or you need to communicate with us or deliver something to us, your point of contact is our Churchwarden David Mason or, if he is not available, our Parish Administrator, Linda Foley or another of the Churchwardens, whose contact numbers with other details are provided in the Schedule to this Agreement

IT IS AGREED as follows:

1. In consideration of the hire fee specified in Clause 2.5, we agree to permit you to use the Premises described in clause 2.3 for the purpose and for the period(s) specified in clause 2.1.

2.1 The date(s), times and purpose of hire:

Date(s) and occupation times

Time(s) of performance:

Time of pre-performance preparation:

Departure: by

Purpose of hire:

2.2 Safeguarding and Whistle-blowing

[Delete whichever of the following does not apply]

You confirm that this event is not organised primarily for children, young people or vulnerable adults, and does not include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults, and you agree to respect the church's Safeguarding and Whistleblowing policies (BPC4 and BPC9) in so far as they apply to you, and to report promptly to our safeguarding officer any safeguarding or whistleblowing issues or concerns that arise during your hire of our premises.

OR

A copy of the document BPC4A(Safeguarding and Whistle-blowing policies) signed by you or your authorised representative is attached to and forms part of this agreement.

2.3 The Premises:

Those parts of the Parish Church of the Holy Trinity and St Mary, Parade, Berwick-upon-Tweed specified below. Those areas excluded from the hire are deleted:

Church

Narthex or entrance vestibule
Toilet
Ante-room off Narthex
Gallery
Nave and St Peter's Chapel
Choir
Chancel
Green Room or Lady Chapel
Organ area within Nave (excluding enclosed areas and pipes)

Parish Centre

The paved forecourt
Entrance vestibule
Toilets
Kitchen
Main hall

2.4 The Hirer

Name, address, email address and telephone number(s) of Hirer contact:

Name:

Address:

email address

landline:

mobile:

2.5 Hire Fee

Hire Fee:

Deposit:

3. Capacity of Premises

You agree not to exceed the maximum permitted number of people (including you and the performers) in the following areas:

Nave, Choir, Chancel and Gallery: 400

Parish Centre: 80 (seated for a lecture-style event); 66 (seated at tables)

and hereby indemnify us against any injury to person, damage to property or action arising from a breach of this requirement.

4. Public Liability Insurance

In addition to the Insurance provisions in the Standard Letting Conditions you will ensure that Public Liability insurance in the sum of at least £1,000,000 is in place for the event; and that a copy is supplied to us in advance.

5. Licences

The premises do not have the following licences:

1. Performing Right Society (PRS) for the performance of copyright music
2. Phonographic Performance Licence (PPL)
3. for the sale of alcohol

We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music or an exhibition of a film but only in accordance with the Deregulation Act 2015

You hereby agree to apply for such licences as may be required for the event and to produce such licences to us on request; and we reserve the right to cancel this Agreement without compensation if you fail to comply with this requirement.

6. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

7. We and you hereby agree that the attached Standard Conditions of Hire together with any additional conditions imposed under any additional Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.

8. None of the provisions of this Agreement is intended to operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Documents deemed to be incorporated in this Agreement *when this Agreement is signed by the Hirer:*

1. Our Standard Letting Conditions **BPC1A**
2. Our Safeguarding Policy **BPC4** and our Whistle-blowing Policy **BPC9** OR *your safeguarding and whistle-blowing policy affirmation **BPC4A***
3. Our Health and Safety Policy **BPC5**

4. Risk Assessment **BPC6**: all mitigating actions (referred to as “Control measures” and “Additional action required”) are the responsibility of the Hirer.

All our documents are available on request from the Parish Office or at
<https://berwickparishchurch.co.uk/conditions-of-hire>

**Signed by the said
Church**

, duly authorised, on behalf of the

.....

**Signed by the said
Hirer**

,duly authorised, on behalf of the

.....

Schedule:

Telephone numbers of Church contacts:

Vicar: Fr Lee Taylor 01289 306136

Churchwardens:

David Mason 07860 360074

Roger Barrow 07872 677457

Charles Borthwick 07579 828964

Joyce Currie 07407 549543

Parish Administrator: 07810 611521

(email: parishadmin@berwickparishchurch.co.uk)

Church postcode: TD15 1DF

What3words: ///dome.rugs.saints

Amended May 2026

The Parish Church of the Holy Trinity and St Mary
Parade Berwick-upon-Tweed TD15 1DF
Registered as a Charity in England and Wales No 1182751