

St Patrick's Parish Centre
100 Beaumont Leys Lane • Leicester • LE4 2BD • Tel 07376445765 (bookings only)
or 0116 235 3329 (parish office)
website: www.saintpatrick-leicester.co.uk • e-mail: parish@saintpatrick-leicester.co.uk
Fr Raphael Imoni

HIRE OF PREMISES AGREEMENT FOR THE PARISH CENTRE

Name, address and telephone number for the person responsible for the hiring: "The Hirer"

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1. Purpose of Hire

2. Period of Hire Date(s)

Hours: from to

3. Number of guests.....

4. Description of accommodation and facilities to be hired 'Premises' (e.g. Hall / Hall plus kitchen/Hall plus Bar)

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5. Security deposit received £..... (non-refundable if event cancelled, refundable after event if conditions of hire are adhered to and the Centre left as found)

6. Hire fee received / payable £.....(please make cheques payable to 'St Patrick's Parish')

7. Payment of the balance must be received by

8. Special arrangements agreed (e.g. Bar opening time, earlier access etc)

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I request the hire of the Premises on the date(s) and times and for the purpose set out above.

Declaration on behalf of the Hirer:

I have read and agree to observe and perform the provisions of this Hire Agreement, including the terms and conditions set out in the 'Conditions of Hire'. I am over 18 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.

Signed by Hirer Date

Print name

The Parish Priest permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the 'Conditions of Hire' attached. The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

Signed by Parish Priest Date

PARISH HALL: INFORMATION FOR HIRERS

The Hall is a Parish facility primarily for use in conjunction with the Church and its services, including baptisms, weddings and funerals. It is available for use by groups associated with the Parish or for other purposes at the discretion of the Parish Priest.

The Hall is owned by the Nottingham Roman Catholic Diocesan Trustees and can only be used for purposes which are consistent with the charitable objects of the diocesan trust. It is a condition of all hirings that the Hall will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Hall must be respected. Any breach or potential breach of this condition will mean that the use of the Hall is withdrawn.

Diocese of Nottingham Registered Charity 1134449

'All information is treated in confidence. We comply with the Data Protection Act and no information will be passed to third parties without prior permission. By completing this form, you agree that the above information can be entered in the Parish records. It will be used only for Hall hire purposes and the appropriate administration of the Parish and Diocese.'