

**St Michael's Church, West Hill.  
Narthex Hiring Agreement.**

The Narthex may be hired by individuals or organisations subject to the agreement of the PCC.

This agreement is made on [date] .....  
between St Michaels Parochial Church Council and the Hirer named below, whereby, in  
consideration of the sum shown below St Michael's PCC agrees to permit the Hirer to use the Hall  
for the purpose and for the period described below.

1. Date or Dates required .....

Time required (inc setting up and clearing)

From ..... To .....

Kitchen Required Yes/No

2. Hirer .....

Name of the Hirer's authorised representative .....

Address .....

Phone number(s) ..... Email .....

3. Number of days ..... Hrs.....

Total cost: .....

Please return signed form to  
Sue Lock  
Little Wotton, Bendarroch Road  
West Hill, Devon. EX11 1UR  
email: [susanmlock48@gmail.com](mailto:susanmlock48@gmail.com) tel: 01404 812947

**Hiring Fee:**  
Hourly rate £10/hr inc use of kitchen  
Returnable Key deposit (if required) £15

4. Premises:  
The Narthex, St Michael's Church,  
Bendarroch Road, West Hill EX11 1UW

Cheques should be made payable to  
"West Hill Parochial Church Council".  
Or BACS payment to  
West Hill Parochial Church Council  
Sort Code 20-30-47  
Account number 50190128  
Ref: Booking Ref / Invoice no

5. Purpose of hiring.....

**6. Please tick one**

I confirm that our organisation has its own safeguarding policy.

or

I confirm that we agree to adopt the St Michael's Safeguarding Policy.

Signed by the Hirer's authorised  
representative on behalf of the organisation

Signed by PCC representative.

.....  
In completing and signing this form the Hirer  
agrees to the Conditions of Hire, Rules of Hiring and Safety Rules (p2 & 3) attached.

**St Michael's Church, West Hill,  
Hire of the Narthex**

**Rules of Hiring 2025**

- (a) The Hirer's authorised representative agrees to be present during the hiring or, if this is not possible (e.g. due to illness), he/she agrees to notify by phone the St Michael's Booking Contact, of the name and phone number of the Hirer's substitute representative for that occasion.
- (b) No smoking is allowed and no alcohol may be sold on the premises; this includes the sale of tickets which include an alcoholic drink.
- (c) The room must be left in the same condition as it was found. The tables and chairs should be returned to their original positions.
- (d) The key available to regular users (for a £15 deposit) is the responsibility of the Hirer's authorised representative and may not be loaned to anyone else or duplicated.
- (e) Hire of the kitchen does not include use of consumables.
- (f) On leaving the premises the lights must be switched off and both exit doors locked.
- (g) The Narthex may not be used for political meetings, except at the invitation of the PCC and with the agreement of the Vicar
- (h) Use of the Narthex must be in keeping with the Christian values of St Michael's Church.
- (i) The maximum number of people using the Narthex must not exceed 100 or 60 if seated at tables.
- (j) The Hirer's authorised representative must read and agree to abide by the Safety Requirements set out below, and to the Safeguarding policy as stated on the signed Hire agreement
- (k) Use of the AV equipment is not included in the hire

**Safety**

- (a) The Hirer's authorised representative is required to familiarise him/herself with the location of the fire exits and the fire extinguishers.
- (b) Both of the Narthex outside doors must be kept **unlocked** during the hiring period so that they are immediately usable in the event of a fire.
- (c) There is no telephone at the premises, so the Hirer's authorised representative must ensure that a working mobile phone is available for use in case of an emergency.
- (d) In the event of a fire, the Narthex should be evacuated in an orderly manner using the most convenient exit; the fire brigade called by dialling 999 and St Michael's Booking secretary informed immediately.
- (e) The Hirer must be familiar with the Buildings Risk Assessment
- (f) If food or drink is being served Food Safety rules should be observed
- (g) The Hirer must have performed their own Risk Assessment for their event
- (h) The Hirer should be aware of the location of the first aid box and the anti-choking device
- (i) St Michael's booking representative should be informed if any first aid equipment has been used. Replacement of items used may be charged.

**St Michael's church, West Hill,  
The Hire of the Narthex**

**Conditions of Hire -2025**

- 1) The Hirer shall pay the cost of the booking at the time of signing of the Hiring Agreement.
- 2) The PCC reserves the right to cancel the booking if unforeseen circumstances arise.
- 3) In the event of the PCC cancelling the booking, the fees paid by the Hirer will be refunded. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such cancellation.
- 4) If the Hirer wishes to cancel the booking, the PCC may at its absolute discretion return the fees but will be under no obligation to do so.
- 5) The Hirer shall ensure that the Rules of Hiring and Safety governing the use of the premises are complied with.
- 6) The Hirer during the period of hiring is responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway
- 7) The Hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lie against the Hirer or his/her organisation whilst using the premises.
- 8) The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority, or otherwise.
- 9) The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 10) The Hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises, including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to 3rd parties or otherwise arising out of the use of the premises pursuant to the booking.
- 11) The Hirer, if selling goods on the premises, shall comply with all relevant fair trading laws and any local code of practice issued in connection with such sales. For information see: [www.devonsomersettradingstandards.gov.uk/business/consumer-rights/](http://www.devonsomersettradingstandards.gov.uk/business/consumer-rights/)
- 12) The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
- 13) The Hirer shall be responsible for the safeguarding of children and vulnerable adults at their own activities and events.