

UNITED CHURCH DORCHESTER

49-51 Charles Street, Dorchester, Dorset DT1 1EE

(Alternative entrance on South Street)

Registered Charity no.1137996



LETTING AGREEMENT

Date:

Booking ref:

Application is made on behalf of

For the hire of the.....

on the following day(s)

time(s) from..... to

The charge for this use of the premises will be £

Payment should be made to the United Church Dorchester at least ten days prior to the effective date.

I acknowledge that this application is made on the basis of the 'Terms and Conditions of Letting' which I have read and that these terms and conditions are accepted and will be observed by all using the premises under my/our auspices.

I acknowledge that the above premises remain under the control of the Church and this hiring is not intended to confer exclusive possession upon me/us and that accordingly no tenancy of the premises is intended to be created.

It is further agreed that:

- The hirer acknowledges that the Church gives no warranty that the premises are legally or physically fit for the purposes required by the hirer and that the Church accepts no liability for any loss, damage to or injury to any person or property, or theft, liability or expense suffered by any person during or as a result of the hirer's use of the premises and that all persons using the premises or bringing personal belongings to the premises do so entirely at their own risk;
- The hirer shall arrange appropriate insurance in respect of the potential liabilities referred to above and against any loss damage or injury to the premises or any fittings or furniture belonging to the Church and shall indemnify the Church from and against all costs claims liabilities and expenses that may arise;
- The hirer shall be responsible for securing all licences and permits required lawfully to use the premises for the purposes intended and shall indemnify the Church in respect of any failure to secure such licences;
- If the hirer is supplied with a key to the premises it is to be used only by the person(s) who has signed the Keyholder Declaration given to the Church. We ask you to not share your key, nor pass it on to any other person without previously notifying the Church. Each key costs £20 to have cut, and we reserve the right to pass this charge on if a key is lost or stolen.

- **For bookings in the Church, a named individual must be identified by the hirer. This individual will be present at the end of the booking(s) and will be responsible for making sure that any furniture or fittings moved are returned to the right place.**
- By signing this agreement, the hirer agrees to observe the Church's safeguarding policy. If the hiring organisation has a safeguarding policy of its own it must submit it to the Church's safeguarding officers for approval before the letting can commence.
- The Church reserves the right to cancel any booking on giving not less than 24 hours notice (except in the event of emergencies when less notice may be given) and to cancel the booking at any time before or during the period of hire in the event of any breach of the hirer's obligations;
- The Church reserves the right to review the fees payable periodically;
- This agreement incorporates the Terms and Conditions but in the event of any discrepancy between the Terms and Conditions and information in this form, the provisions of this form shall prevail.

NB No alcohol is allowed on the premises.

Date..... 20.....

Signed.....

Name.....

Position held in group/organization on whose behalf application is made

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Address.....

.....

.....

Telephone.....

..

e-mail address

Please advise us immediately if any of the above information changes

Please return this form to the Church Administrator at the address above. For queries please telephone the Church Office 01305 457477 or email: office@unitedchurchdorchester.org.uk

(revised April 2025)