



The Church in Great Notley

Bridge End Lane, Great Notley,
Braintree, Essex CM77 7GN

Tel: 01376 330988/Mob: 0754 799 4760

Email: hire@greatnotleychurch.org.uk
www.greatnotleychurch.org.uk

HIRING AGREEMENT

The Church in Great Notley is pleased to confirm its agreement to hire out its facilities as set out below:

Name of Hirer	
Church Member (if applicable)	
Associated Organisation (if applicable)	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

DETAILS OF HIRE

Purpose of Hire	
Date of Hire	
Start Time	
End Time (period to include setting up and clearing away)	

ROOMS REQUIRED	CAPACITY SEATED	COST	YES/NO
Worship Area	100	£12 per hour	
Small Hall	50	£10 per hour	
Central Vestibule	80	£10 per hour	
Small Room	10	£5 per hour	
Small Hall + Vestibule	130	£15 per hour	
Worship Area + Vestibule	180	£17 per hour	
Whole Building	230	£27 per hour	

Partition walls open/closed		
Total people on premises	Adults:	Children:
Number of chairs required		
Number of tables required		

Use of kitchen: (shared use of kitchen and equipment - please leave as found)	YES/NO	If using the kitchen to prepare food, a Basic Food Hygiene Disclaimer has to be completed and returned with this Hire Agreement. Download from www.greatnotleychurch.org.uk
Will external caterers be used? (this requires church council approval in advance)		
Will there be amplified music or a sound system used? (this requires church council approval in advance):		
Will alcohol be served? (this requires church council approval in advance):		
Will you require access to our WiFi ?		

COST OF HIRE

Hire Fee	Number of hours x Cost per hour	
Total to Pay	£	
25% Damage Deposit yes/no (c/q or cash)	£	Receipt nr:

APPROVAL OF HIRE

I have read and agree to abide by the Terms and Conditions of Hire.	
Signed on behalf of Hirer:
Print Name:
Date:
The Church in Great Notley's approval and acceptance of hire:	
Signed on behalf of the Church in Great Notley:
Print Name:
Date:

Visit our website to view our "Users Guide" for frequently asked questions (FAQs).

OFFICE USE:
