

**Premises Hiring Agreement**  
between  
**Vine Community Church (The Vine Centre)**  
and

<b>Name ("The Hirer")</b>			
<b>Phone Number</b> (Landline & or Mobile)			
<b>Email Address</b>			
<b>Address</b>			
<b>Purpose of Hire:</b>			
<b>Date Required:</b>			
<b>Time required:</b> (Remember to include preparation and clean-up time)		TO	
<b>Number of people:</b>			

Rooms / equipment Required (please tick)				
Main Space	Small Space	Amp / mic	Projector	Bespoke
<b>Catering Requirements:</b>				
<b>Price per hour</b>		<b>Number of hours per session (minimum let of 2 hours)</b>		<b>Total (£)</b>
£9.20				

**Please ensure that full payment of the above amount  
is made no more than 30 days from date of invoice**

**DECLARATION:**

*I have read and agree to abide by the conditions set out in the Vine Centre, Lettings Policy.*

**Hiring period:** The time and duration of hire is absolute; occupation of the premises outside of these times is prohibited and may incur an additional charge

Signed:.....

Date:.....

The Hirer: Print Name and Organisation

Signed:.....

Date:.....

*Lettings Co-ordinator – for and on behalf of The Vine Community Church*

**For Office Use Only:**

	Amount (£)	Date	Signed
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## **Premises Hiring Agreement – Additional Information**

### **Booking:**

Contact the Vine Centre Administrator to make a booking

By Phone: 01522 872011

By email: [jenny@thevinecommunitychurch.org.uk](mailto:jenny@thevinecommunitychurch.org.uk)

In person: The Vine Centre  
The Parade  
Cherry Willingham  
Lincoln  
LN3 4JL

Any bookings made will be provisional until a complete Premises Hiring Agreement is completed, signed by the hirer, and noted as accepted by Vine Centre Administrator

A Copy of the Lettings Policy can be obtained from the Vine Centre Administrator or the website – [www.thevinecommunitychurch.org.uk](http://www.thevinecommunitychurch.org.uk)

### **Payments/Security Deposit/Cancellations:**

As of 1<sup>st</sup> April 2023 the basic hourly rate for hire will be £9.20 per hour. Note there is a minimum 2 hour charge.

Hiring of the premises incurs an hourly charge with a minimum of let of 2 hours

Payments may be made by cash, cheque (made payable to The Vine Community Church) or direct bank transfer (BACS):

The Vine Community Church  
NatWest  
Sort Code: 53-81-15  
Account No: 81661657

NB: No debit or credit card payment facility is available.

The payment in full must be paid **no later than 30 days from date of invoice.**

The Vine Community Church reserves the right to request a deposit or payment in full prior to the hire. The Vine Community Church reserves the right to cancel the hire at short notice if the hire fee is not paid in full in accordance with this requirement.

Any cancellation by the Hirer must be made in writing to the Bookings Co-ordinator at the Vine Centre Office. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given, the Hirer shall forfeit 20% of the hire fee.

There is disabled access via the car park using the back entrance. Please note the toilets are not DDA compliant and may not be suitable for all users. Please confirm the venue is suitable for your needs prior to booking.