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## HALL HIRE CHECKLIST

- Check availability of hall by ringing the church office on 9580-1217
- Review terms of agreement in the Licence Memorandum and Schedule
- Check hire fees, including security bond payable
- Arrange public liability insurance (either take out one-off hire cover through Ansvr Insurance Limited or supply a valid Certificate of Currency on your own policy noting the interests of Penshurst Anglican Church on the policy)
- Confirm date and provide to PAC the following information to draft an Agreement:
  - Name of person / organisation hiring hall
  - Address, phone number and email address of contact person
  - Date and times of hire
  - Rooms / Facilities to be hired (eg "hall & large kitchen")
  - Agreed hire fee
  - Purpose of hire
- Await consent of our Parish Council
- Sign Agreement & make payment on Invoice
- Have fun!