



**Office of the
Secretary/Treasurer**

Seventh-day Adventist
Association Ltd
Stanborough Park
Watford Herts WD25 9JZ

Tel: [+44] (0)1923 672251

Licence Agreement

Following below are documentation we would require to execute the agreement.

1. Church Board Minute discussing approval of request to rent church building. The minutes must state:
 - (a) day of the week
 - (b) Start and finish time and
 - (c) Agreed rent charges.
 - (d) A nominated individual by the board to take specific charge of managing this relationship of the group/licensee
2. Insert your Church detail on yellow markings on the Model Licence.
3. We would need to have sight of insurance cover from those intending to rent the Church property. The Insurance cover should have an indemnity limit of at least £5,000,000
4. Full name and address of the Licensee including post code.
5. Read the Licence carefully for relevance to your local Church needs.
6. We encourage that payments are made to the local Church's account by standing order.
7. The church Treasurer needs to complete (indicating which church bank account he/she wants funds deposited) the Standing order form attached and this is to be passed over to the licensee to sign and pass over to their bank branch to set up the standing order arrangement.
8. For local SDA church groups only. We require sight of extract of minutes of church business meeting.
9. Print 3 Copies of a fully completed licence send it back to SDAA Secretary for a final execution.
10. A final note, ensure that the Licensee signs, have it witnessed before sending it to us.
11. Please be aware that the signature space saying **signed on behalf of the owner (SDAA)** has to be signed by SDAA only. Do not sign here.

Secretary/Treasurer