

Introduction

The Trinity Rooms are associated with Holy Trinity Combe Down Church which is part of the Church of England. As a Christian organisation we seek to serve the community both spiritually and practically. The Trinity Rooms offices are occupied by staff from Holy Trinity. The meeting rooms and main hall are available for rental by both community groups and individuals. If you intend to hire any of the venues within the Trinity Rooms we kindly ask that you respect our neighbours and the Combe Down Community, and take all reasonable steps to ensure that activities in the premises show consideration for our beliefs.

Hire Charges 2010

	Max Occupancy	Week Rate (per hour)	Eve / Weekend Rate (per hour)
Main Hall	120	£20.00	£25.00
Stobart Room	30	£10.00	£12.50
Upper Room	12	£8.00	£10.00
Rainbow Room	3	£5.00	£7.00
Other Services			
WIFI access		£10.00 per use	£10.00 per use
PA & audio system		£15.00 per use	£15.00 per use
Digital projector		£25.00 per use	£25.00 per use
Technical assistant		£25.00	£25.00
Late / weekend closing		£12.00 per closing	£12.00 per closing
Room set up / clear		£12.00 per set up / clear	£12.00 per set up / clear
Post event clean		Max. £70 per clean	Max. £70 per clean

Conditions of Hire

These terms and conditions shall be binding upon each party entering into a hire agreement between the Hirer and the Trinity Rooms Trust (the Trust) for the use of any part of the Trinity Rooms, The Avenue, Bath BA2 5EE.

1. Acceptance of a Booking

The objectives of the trust are to promote Christianity and, as such, the Hirer shall take all reasonable steps to ensure the no activity takes place in the Trinity Rooms that is in any way incompatible with or offensive to this objective in any moral, ethical or spiritual sense.

Each prospective letting will be reviewed by the Trust management to determine whether the booking for use of the Trinity Rooms is appropriate. Should the Trust consider any use or activity that is or likely to take place in the Trinity Rooms and is offensive or contrary to any laws or objectives of the Trust, the Trust may terminate the hire agreement.

In the event the Trust terminates a hire agreement for any reason, the Trust does

not accept any consequential liability to the Hirer or any third party. Furthermore, any payments received by the Trust will be returned in full.

2. Bookings

2.1 A provisional booking by phone or letter will be held for 14 days

2.2 A booking is confirmed when a completed booking form is received together with payment in full.

2.3 A refundable guarantee cheque for £100 is required for any unforeseen excess costs incurred, such as damage or extra cleaning. The cheque will only be cashed after the Hirer has been fully advised by the Trust.

2.3 If the Hirer wishes to cancel the hiring and the Trust is unable to find a suitable replacement booking, then the decision of a refund is at the absolute discretion of the Trust.

3. Conditions

3.1 The Trinity Rooms shall only be used for the activity listed on the booking form and must be vacated at the agreed times.

3.2 The Hirer may not assign any rights acquired under the hire agreement to any other party.

3.3 If the event involves children or the audience is mainly children the Hirer must work within the conditions of the Bath & Wells Diocesan Child Protection Policy. Part of the Hirer's risk assessment (see below) must include provision for adequate stewarding and supervision arrangements for children.

3.4 The Hirer is responsible for providing First Aid arrangements for their event. Any accidents must be reported to the Trust's office and an accident form completed.

3.5 The Hirer shall be responsible for proper order within the Trinity Rooms. In particular, the Hirer shall be responsible for the provision of adequate stewarding cover for the event.

3.6 The Hirer is required to complete a risk assessment using the form provided to cover the nature of the Hirer's event. A copy must be provided to the Trust before the event. The Hirer shall also comply with the Trust's own venue risk assessment.

3.7 All users are required to read and sign the fire procedures for Trinity Rooms prior to using any part of the building.

3.8 The Hirer shall be responsible for the security of Trinity Rooms during the period of hire. At no time should any external door be left open and unattended.

3.9 The number of persons attending an event in Trinity Rooms shall not exceed the number of attendees agreed in advance with the Trust.

3.10 The Hirer must be able to demonstrate sufficient Public Liability Insurance is in place to cover any claims arising directly from the Hirer's activities in Trinity Rooms.

3.11 The Hirer shall be responsible to the Trust for any damage caused by or arising out of the hiring of Trinity Rooms. Such damage may include the fabric, fixtures or fittings to any part of the buildings, or to any furnishings. The Trust may at its own discretion repair or replace any damaged items. The Hirer shall reimburse the Trust for any cost incurred.

3.12 No animals are allowed in Trinity Rooms except for guide dogs/hearing dogs accompanying their owners.

3.13 Smoking is not permitted anywhere in Trinity Rooms.

3.14 Alcohol may not be sold in Trinity Rooms at any time.

3.15 Extra fittings, staging, scaffolding, curtaining, or decorations shall only be erected or brought into Trinity Rooms by prior arrangement with the Trust. No props, decorations, signage or any other articles may be stuck, glued, taped or in any other way fixed to any part of Trinity Rooms or any furniture therein except with the prior approval of the Trust.

3.16 Any and all rubbish, including bottles, must be removed from Trinity and taken away by the Hirer.

3.17 No alterations or additions to the existing lighting arrangements shall be carried out, or additional power sockets installed. Extra lighting, public address systems, audio-visual equipment or similar equipment may be used only by prior arrangements with the Trust that may require an oversight staff. All approved additional equipment must have been tested for safety and be labelled with the date of the last test.

3.18 All equipment, fittings etc erected or brought into Trinity Rooms by the Hirer must be removed immediately upon completion of the hiring unless by prior arrangement with the Trust. In the event the Hirer fails to clear any equipment, the Trust may do so at the expense of the Hirer.

3.19 The Trust shall not be liable for any loss or damage to any property or goods used or exhibited in Trinity Rooms or left by the Hirer or persons attending any event.

3.20 The Trust shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, which may cause the premises or any thereof to be temporarily closed or the hiring to be interrupted or cancelled nor for any failure of the hirer to gain access to the premises.

3.21 Music and singing must be kept to a reasonable level at all times and must not continue beyond 10:30 p.m. Consideration must be shown to other users of Trinity Rooms and neighbours at all times.

3.22 Trinity Rooms must be vacated by 12:00 p.m.

Premises Hire Agreement	
Name of Hirer	
Address:	
Tel:	
Mobile:	
Email:	
Description of event:	
Date required:	
Time of event:	
Public Liability Insurance: Details:	
Signed:	<i>I have read and accept the terms and conditions which form part of this contract</i>
Print name:	
Position/title:	
Date:	
Signed on behalf of the Trust:	
Print name:	
Position/title:	
Date:	