

# Holy Trinity Church Ashby de la Zouch

## A Guide to Booking Holy Trinity Church including Terms & Conditions of Letting

### **WELCOME TO HOLY TRINITY CHURCH**

We are delighted to offer the use of our church building to local groups for concerts and events. This guide, which lays out our Terms & Conditions of letting, will inform you of the necessary legalities - and help you plan your use of the building.

Please read them carefully, as you will be asked to sign your booking form to say that you accept these terms and conditions of hire.

### **BOOKINGS**

The church building is available for hire, subject to availability to individuals and organisations for suitable events. Holy Trinity PCC reserves the right to turn down applications to hire - for example for events which may be considered inappropriate for a public place of worship - or which may cause nuisance to local residents.

Whilst initial enquiries as to availability may be made by telephone or email to the Church Office, ALL applications to hire MUST be confirmed in writing on the printed booking form, which should be signed and returned to the Church Administrator:

Emma Harris, Holy Trinity Church Office, 1 Trinity Close, Ashby de la Zouch LE65 2GQ

You can contact the Church Office on (01530) 412339 or by email at [office@trinityashby.net](mailto:office@trinityashby.net)

Bookings may be considered for dates up to a period of 12 months in advance. However, bookings requested for a December date 12 months in advance may be temporarily postponed to ensure there is no clash with church events.

All groups must have a nominated responsible leader over 18 - to be indicated on the booking form.

Your application to hire will be subject to approval. Your booking will be confirmed by us by email or letter.

Holy Trinity PCC has the right to cancel any booking at any time, subject to the repayment in full of all charges that have been paid to the church. The PCC accepts no liability for any loss, expense or damage caused by the cancellation. As much notice of cancellation as possible will be given.

### **CHURCH HALL BOOKINGS**

Please tick the relevant box if you wish to book the church hall. The church hall is frequently booked separately for other activities. A check will be made to see if it is available for you. Please note that there is a separate booking form and fee (£16.50 per hour) to hire the church hall. Please contact the office (details under 'bookings' above) to check availability and for booking forms.

## **PAYMENT OF HIRE CHARGES**

For first time hirers, charges will be invoiced 30 days prior to the event. Payment must be received IN FULL prior to the event taking place. Previous and regular hirers will be invoiced on the day of the event.

The chargeable hire period will include any 'setting up' and rehearsal time required prior to the event and also sufficient 'packing up' time afterwards.

## **STEWARDED OF EVENTS**

There should be 2 stewards per 100 attendees supplied by the person hiring the church who should have attended training by Holy Trinity lead stewards prior to the event. It is a requirement that before the start of the event your lead steward will read our safety notice which includes notification of where the fire exits are located in the case of emergency. In the case of an emergency during your event, stewards will assist people in leaving the building safely.

It is one of the conditions of hire (and a condition of our church insurance) that for public events and concerts etc, there must be a representative member of the church PCC (or their nominee) on site to act. Our representative must be given access to the building and, if it is a ticketed event, will not be required to pay for entry.

## **ADVERTISING YOUR EVENT**

Our acceptance of bookings does not automatically include the promotion or advertising of events held on the premises. If you are holding a public event - and would like us to make members of the church community aware of it taking place, please contact the church office and we will include it in our weekly pew sheet when possible and appropriate. There is no extra charge for this.

## **REFRESHMENTS**

If refreshments are to be provided the organiser should supply their own team of staff plus teas /coffee/ milk / biscuits as appropriate. There is an urn for the preparation of hot drinks and plenty of mugs. Disposable cups may be provided on request. All crockery used should be cleaned and returned to the appropriate cupboards. PLEASE BRING YOUR OWN TEA TOWELS. It is the hirer's responsibility to ensure that regulations governing food preparation and handling are observed.

## **ALCOHOL**

The consumption of alcoholic drinks in the church building is allowed, but their sale is not permitted.

*Please note that that an offer to sell a ticket for your event which includes an alcoholic drink is explicitly listed by the licensing authority as the sale of alcohol and will require a Temporary Event Notice (TEN). A TEN is available locally from NWLD Council online via this link [https://www.nwleics.gov.uk/pages/online\\_form\\_temporary\\_event\\_notice](https://www.nwleics.gov.uk/pages/online_form_temporary_event_notice) There is a fee of £21 payable and you must apply 10 working days prior to your event.*

*Similarly, asking for a donation to cover the cost of any alcohol provided is considered by the licensing authority as the equivalent of purchasing an alcoholic drink and will therefore attract a TEN. Therefore your event must be covered by a TEN. Please note that there is a fine of up to £20,000 if there is found to be sale of alcohol without a TEN.*

# OTHER CONDITIONS OF LETTING

## **MAXIMUM CAPACITY OF THE CHURCH**

The maximum number of persons permitted to attend a function in the main church is 430 (160 ground floor -120 on pews and up to 40 chairs at the back of the pews - and a further 270 in the balcony).

The hirer is responsible for seeing that these limitations in number are observed and shall indemnify the church against any claim for loss or damage made against the church as a result of the breach of this condition.

## **TABLES**

We have 6 tables based in the church. We do have more in the church hall. Please indicate on the booking form if you require extra tables. We will do our best to accommodate your request, but this may not be possible if we already have a booking in our church hall. We will advise you if we are not fully able to meet your request.

## **RAFFLES**

Raffles may be held in church, provided the prizes explicitly exclude alcohol and are in keeping with the church setting. Raffle tickets may be sold in the church.

## **SALE OF GOODS**

Permission must be sought and granted beforehand If you wish to offer for sale any items during the course of your event. Please send full details on a separate sheet of paper and attach to your booking form.

Requests to offer items for sale will be subject to approval.

## **USE OF THE BUILDING**

The building must **ONLY** be used for the purpose for which it is let. The hirer must not sub-let all or part of the building.

## **USE OF COPYRIGHTED MATERIAL**

No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. A copy of the permission shall be produced to the PCC if required.

## **USE OF THE ORGAN & PIANO**

The church organ and piano will only be available by special arrangement.

## **USE OF THE SOUND SYSTEM**

The use of the church PA system is only available by prior booking and arrangement. If you decide to use the sound system you will need to provide your own sound engineer who must have received training by Holy Trinity sound engineers prior to the event.

We strongly advise all hirers to carefully consider whether or not they will require the use of microphones for any part of the event being organised.

Please note: If you decide not to use our sound system, this means that you will not have the use of microphones for any part of your event - and consequently you will also not have the use of the TLoop facility for the benefit of those who are hard of hearing.

We appreciate that if you are only expecting a small audience, you may be happy to manage without the use of microphones, but our experience is that for audiences of over 60 people, some form of amplification is necessary in most circumstances.

There is a charge of £25 for use of the sound system, which makes a small contribution towards its maintenance and repair.

Please indicate on your booking form if you require use of the sound system.

We respectfully remind you that, as stated under the section titled **USE OF COPYRIGHTED MATERIAL**, no copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. A copy of the permission must be produced to the PCC if required.

### **USE OF THE HEATING SYSTEM**

We will do our best to anticipate the heating requirements for your event, on the day of hire, subject to prevailing weather conditions. The heating system should not be adjusted by the hirer without prior agreement. Please speak to one of the church representatives present if there is a problem with the heating.

### **EQUIPMENT ON SITE**

Permission to bring into the building and use additional Electrical Equipment should be sought and granted beforehand.

Please send full details on a separate sheet of paper and attach to your booking form.

Requests will be subject to approval.

It is **ESSENTIAL** that all equipment more than 12 months old must be PAT tested and carry an up to date PAT sticker. If any electrical equipment brought into the building by the hirer is subsequently found to be responsible for a fire, action may be brought against the hirer by the church's insurance company.

No chairs, staging, equipment, or personal property etc belonging to the hirer, or any person connected with the booking, is allowed on the premises before the commencement of the hire period - unless permission has been sought and granted beforehand. Please give full details on the booking form. Requests will be subject to approval.

All property must be removed from the church premises by the end of the hire period unless permission for it to remain on site has been sought and granted beforehand.

Please give full details on the booking form. Requests will be subject to approval.

The hirer shall be responsible for and shall indemnify the Church against all damage, loss, claims etc (including damage and loss etc to property let to the hirer, or other property of the church or of a third party) caused by any person attending, or proposing to attend, any event organised by the hirer within the church buildings, or caused to the hirer, or anybody acting on behalf of the hirer.

### **FIXINGS**

No bolts, nails, tacks, or screws etc shall be driven into any part of the building.

## **RESPONSIBILITIES OF THE HIRER ON LEAVING THE BUILDING AT THE END OF THE HIRE PERIOD**

### **PLEASE LEAVE THE CHURCH CLEAN & TIDY AT THE END OF THE HIRE PERIOD**

If you require the use of cleaning materials, including a Hoover, these are situated in the rear stairwell to the balcony on the right hand side of the church as you face the front (on the same side as the disabled ramp access).

### **SECURITY**

At events, there will be a PCC representative on site who will be responsible for closing the building. However, in the event of there being no representative onsite (eg. for rehearsals etc) the hirer will take responsibility for:

Switching off any lights or appliances which have been switched on by the hirer during the course of the booking.

Securing the building as they leave the church at the end of the hire period (subject to the time of departure)

When leaving the building at any time, the door to the vestry from the main church and the doors to the balcony from the back of church must be shut and the electronic locks in operation.

Those leaving the building after 6.00pm (when the front doors to church should be locked) must check that the electronic locks have secured the doors behind them as they leave and that fire doors have been properly closed.

### **TAKING THINGS HOME WITH YOU**

Any rubbish must be removed from the premises at the end of the letting. The church bins are required for regular users.

Any poster displays must be on free standing boards and taken away at the end of the hire period, together with any paper literature brought for distribution.

### **YOUR INSURANCE**

Regular hirers must give a copy of their Public Liability Insurance Certificate to the Church Office. Each hirer must also have appropriate Health & Safety and Child Protection arrangements in place.

### **DISCLAIMER**

The hirer shall be responsible for, and shall indemnify the church against, all damage, loss, claims etc - including damage and loss etc to property owned or let to the hirer, or other property of the church, or of a third party; caused by any person attending, or proposing to attend any event organised by the hirer anywhere within the church buildings, or caused by the hirer, or anybody acting on behalf of the hirer.

Holy Trinity PCC shall not be responsible for any loss or damage to:

- The property of any person in or about the building.
- Any loss, damage or injury which may be incurred or sustained by or be done or happen to any person using the building and grounds during the hire period.
- Any loss due to any breakdown or failure of electricity, gas or water and support service.
- Any loss caused by leakage of gas, or water, fire, government restrictions or act of God, which may cause

the building to be temporarily closed or the hiring to be interrupted or cancelled.

- The hirer shall indemnify the PCC against any claim which may arise out of the hiring or made by any persons using the building or grounds during the hiring in respect of any loss, damage or injury.

### **HEALTH & SAFETY**

There is to be NO SMOKING on the premises Fire Regulations must be strictly observed. All Fire Exits must be kept clear of obstructions.

In accordance with our Health & Safety Policy, the hirer shall be responsible for reporting full details of any accidents which may occur during the hire period to the Church Office, who will record events in the accident book.

### **CHILDREN & YOUNG PEOPLE**

Children must be supervised at all times whilst on the premises and child protection arrangements must be in place. The hirer is responsible for conducting any risk assessment appropriate for the presence of children in the building.

### **NOISE & NUISANCE**

Undue noise either inside or outside the building, which would cause offence to local residents must be avoided. There must be no noise or amplified music after 10.00pm and the premises must be vacate by 11.00pm at the latest.

The hirer must not permit anything to be done, in any part of the church buildings, which in the opinion of the PCC may be, or become a nuisance.

### **RIGHT OF ENTRY TO THE BUILDING**

The right of entry to any part of the church building is reserved to any agents of the PCC and any police officer at any time during the period of hire.