

## Booking Terms & Conditions and further information for Holy Trinity Church

### Notes

**Telephones** – Please note that there is no telephone available in Holy Trinity Church and that it is the Hirers responsibility to ensure that they have adequate means of communication in the event of an emergency.

**Car Parking** - The Parish Centre car park can be used however spaces cannot be guaranteed. Hirers use the car park at their own risk and may use spaces available providing that the spaces for Clergy and Staff, as well as Fire exits are kept clear and available for use at all times.

**Numbers** – The maximum number of people to be admitted in Holy Trinity Church for public events is 400. It is the responsibility of the hirer to manage the number of people admitted.

### Charges

There is normally no charge for daytime rehearsal provided the church can remain fully open to visitors. There is a charge for rehearsals in all other circumstances. Remaining fully open means that the area in front of the Choir stalls cannot be closed off by the positioning of performers, staging or equipment.

Rehearsal space may also be available in the Parish Centre (across the road from the Church). The Parish Centre requires a separate booking form to be completed.

If concert staging is booked the hirer will be responsible for the movement of the staging from its storage to the church and its return after the event. The hirer should plan the time needed for setting this up before the event as the church will need to be closed when the set up of staging takes place. The use of the staging provided is entirely at risk of the group making the booking.

The period to be booked, charged and paid for will be 30 minutes before you open the doors to your audience until 30 minutes after the last member of your group (audience and performers) has left the church after the event. If we supply stewards then their chargeable time will be from 30 minutes before the event to the time that the last audience member has left the church after the event.

<b>Concerts and Events in Holy Trinity Church</b>	<b>Charge per hour £</b>
Concert / Event (Church closed or partially closed to Visitors)	170.00
Rehearsal (Church fully open to Visitors)	0.00
Stewards (each per hour)	18.00
Organ	112.00
Organ tuning	at cost
Organist (per event)	234.00
Chamber Organ	58.00
Piano	120.00
Electric Keyboard	58.00

## Filming (including Television) and Radio Broadcasts

		Charge per hour £
Church open to Visitors	(note 1)	88.00
Church closed to Visitors during opening hours	(note 2)	170.00

A charity that has its main address as based in Stratford, and which does not employ staff, will be afforded a 33% discount on the above charges

The charges applicable to a booking are those in use at the date and time of the booking unless the charges have been paid in full in advance when the charges applicable at the date of payment will be the effective charges for the event.

## Payments

Payments, including your deposit can be made directly to our account using the following account information

Bank Name: CAF Bank  
 Sort Code: 405240  
 Account No.: 00015844  
 Reference: HTC (and your initials)

If you wish to pay by cheque the cheque should be made out to 'Stratford-upon-Avon PCC' and be delivered to : The Parish Office, Old Town, Stratford-upon-Avon, Warwickshire, CV37 6BG

General enquiries should be made to [tandb@stratford-upon-avon.org](mailto:tandb@stratford-upon-avon.org)

Payment enquiries should be made to [accounts@stratford-upon-avon.org](mailto:accounts@stratford-upon-avon.org)

## Health & Safety

It is for individual hirers to conduct their own risk assessments in relation to the spaces being used within Holy Trinity Church and to fully acquaint themselves with the fire routes, exits, and the fire extinguishers that are available in the church. Hirers should also be aware of the Alarm for the pull cord in the All Access Toilet that is in the South Side Corridor. The alarm can indicate someone in difficulty and once resolved can be reset by the panel in the corridor adjacent to the toilet.

We can confirm that we maintain a fire alarm system that is triggered by the breaking of glass call points, or the activation of heat or smoke detectors. We maintain our Emergency Lights and Fire Extinguishers. The Senior Steward of your event will know how these items function and can complete the resets if needed.

### In the case of fire

If the Fire Alarm is triggered it must not be reset until it is confirmed that there is not a fire in the Church.

If there is a fire then everyone should evacuate the building following the Emergency Exit routes indicated. The Fire Brigade should be called on 999 and the address given as:

**Holy Trinity Church, Old Town, Stratford-upon-Avon, CV37 6BG.**

The alarm should not be silenced until the Senior Fire Officer in attendance has given the clearance to do so.

In the event of a false alarm or when authorised by the Senior Fire Officer the Senior Steward will cancel the sounders and reset the Fire Panel as well as contacting our security company to confirm that no further call outs are required..

### In the case of accidents

Hirers are responsible for the safety of their group members. In the case of accidents there is a First Aid box at the back of the church near the Sound Desk and another in the North transept. The Senior Steward has access to a pack for clearing spillages of body fluids (Blood, vomit or urine). There are accident report forms in the First Aid box and a report form should be used whenever there has been an accident (to bring it to our attention) and/or when materials are used from the First Aid Box.

There is a defibrillator outside the main doors of the Parish Centre and access can be gained by calling the emergency services.

We all have a responsibility to ensure that the spaces we use are safe for ourselves and those who follow us. If you or any of your members spot anything untoward then please do what you can to create a safer situation and let us know so that we can respond with whatever fix is required.

## Conditions of Hire

**Agreement to the booking** - The Vicar and Churchwardens will give consideration to the hire of the Church for the promotion of concerts, musical or theatrical events, and subject to availability upon receipt of the completed booking form.

### **Stratford-upon-Avon Parochial Church Council (The PCC) :**

- reserves the right to cancel or amend a booking up to 3 months before the hire date should the premises be required for a church event.

**Care of the Church** - The church is available for hire with all the fixtures as found. Any moving of furniture must be agreed in advance and must be supervised by a Church Team Leader or Church officer on duty. All moved items are to be replaced by the user at the completion of the period of hire to the satisfaction of the Church Team Leader or Church officer on duty. This may also mean replacement of items necessary for worship to take place the following morning (e.g. altar).

**Indemnity** - The organisation represented will indemnify the Parochial Church Council against all actions, claims, liabilities and costs whatsoever arising from use of the church and its facilities.

**Damage** - The hirer is responsible for any damage or loss incurred in respect of the building or its furnishings and equipment.

**Stewards** - All event organisers will provide 4 stewards who will act under the authority of the church Senior Steward present and will be briefed by the Senior Steward 30 minutes before the doors open for the event. The event cannot proceed without the stewards being provided unless the event organisers have arranged with us to make that chargeable provision.

**First Aiders** – All event organisers will be responsible for providing designated First Aiders who will be present from the Opening of the doors to the public until the last audience members have left the Church.

**Deposit and Cancellations** - A non returnable deposit of 25% of the invoice based on the requirements of this form is payable to secure the booking following the approval of the Diary & Review Meeting. If there are additional charges incurred a supplementary invoice will be issued after the event for payment, together with the balance from the original booking, within 14 days.

**Applicable charges** The charges applicable to a booking are those in use at the date and time of the booking unless the charges have been paid in full in advance when the charges applicable at the date of payment will be the effective charges for the event.

**Smoking is not permitted in any area of the building**

**Alcoholic drinks may not be sold on the premises unless the hirer has obtained a temporary events notice issued by the licensing authorities and has provided a copy of the certificate to us at least 24hrs before commencement of the event.**

**Safeguarding** – Each Hirer is required to ensure that children, young people and vulnerable adults are protected at all times, by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm. If applicable you are required to complete the appropriate section on the booking form