

## Booking Terms & Conditions and further information for Holy Trinity Parish Centre

### Notes and Charges

**Keys** – Please contact the Parish Office during the week before the hire date so that arrangements for gaining access to the Parish Centre and for locking up at the end of the hire can be made.

**Staff Access** – Clergy and lay staff have office space in the Parish Centre and even when there is sole use of the centre there may be occasional access needed to their office space. This will be done as inconspicuously and respectfully as possible and when such access is needed they will usually use the route through the Lounge and Kitchen. They will not be offended if you wish to ask their identity !

**Heating** – When the heating is on, should you turn the thermostats down, please ensure that you return the thermostats to 20 degrees before you leave the Parish Centre. If you switch the fans of the main heaters off, then please turn them back on at the end of your booking. Please ensure that any additional portable heaters are turned off at the end of your booking.

**Telephones** – Please note that there is no telephone available in the Parish Centre 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 the Parish Hall is in the table below. There are 144 seats available in the hall and if any extras are required that will be the responsibility of the hirer.

For music, singing and dancing	Dancing	150
	Close seated audiences	150
	Seated at tables	100
	Dancing and seated at tables	80
For stage plays	Close seated audience	150

Booking Charges for the Parish Centre	Charge per hour £ Weekdays	Charge per hour £ Weekends
Main Hall	20.80	26.00
Lounge	15.60	15.60
Sole Occupancy	31.20	36.40

Equipment charges	Charge per event £	
Sound System (including hearing loop)	12.00	12.00
Projector & Screen	18.00	18.00

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.

## Health & Safety

It is for individual hirers to conduct their own risk assessments in relation to the spaces booked within the Parish Centre and to fully acquaint themselves with the fire routes, exits, and the fire extinguishers that are available in the premises. Hirers should also be aware of the alarm pull cord in the All Access Toilet that is available from the main lobby of the centre. The alarm can indicate someone in difficulty and once resolved can be reset by the panel in the main lobby 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 in our kitchen. We maintain our Emergency Lights and Fire Extinguishers.

### 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 centre.

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 Parish Centre, Old Town, Stratford-upon-Avon, CV37 6BG.**

(Do not say Holy Trinity Church as that is a separate building opposite the Parish Centre)

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

When everyone is safely evacuated and accounted for and the Fire Brigade have been called, our own Security Company should be called and a request made to call out one of our key holders. The company is Cotswold Security and the number is 01386 305051

In the event of a false alarm or when authorised by the Senior Fire Officer the code 4415 should be entered into the panel, 1 should then be pressed to silence the sounders and then 3 pressed to reset the system.

### 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 in the Kitchen with first response materials available. 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 Parish Centre to the right of the main door as you exit. Access is 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.

## 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: Parish Centre (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 [office@stratford-upon-avon.org](mailto:office@stratford-upon-avon.org)

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

## Conditions of Hire

**Agreement to the booking** - The Vicar and Churchwardens will give consideration to the hire of the Parish Centre for the promotion of one-off and regular community based activities 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.
- does not accept responsibility for other hirers using the premises at the same time. Please note that you may be able to hear other hirers through the partition wall. If you do not want this to happen we suggest that you book sole occupancy.

**Care of the Parish Centre** - The Parish Centre is available for hire with all the fixtures as found.

- Hirers may use any of the equipment that is available, unless marked otherwise.
- All items are required to be returned to their original locations by the Hirer on completion of the period of hire.
- Hirers are responsible for their own set up and clear away as well as any cleaning that is needed to leave the spaces used in suitable condition for the next occupants. This also applies to use of the kitchen.
- The kitchen is available for use with any booking and may be shared with another user. Hirers are responsible for provision of their own consumables.
- All Hirers are responsible for the security of the Parish Centre during their period of hire, for ensuring the centre is left locked and for returning any keys that have been used.

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

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

**First Aid** – All Hirers will be responsible for providing designated First Aiders who will be present during the period of hire.

**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

### **Deposit, Payments and Cancellations**

**For one off bookings**, a non returnable deposit of 25% of the invoice based on the requirements of this form is payable to secure the booking following its acceptance. The balance of the invoice should be paid in full at least 28 days in advance of the event.

**For regular sessional bookings**, the dates requested should be notified at least one term in advance. Payments must be made monthly in advance for the first three months of the booking. Thereafter, payment will be monthly in arrears by invoice with payment being made within 14 days.

**Cancellations** should be made at least 28 days in advance. A 50% charge for the session will be due for lesser periods of notice.

**Late payments** In the circumstances where payment is not made either in advance or within 14 days of the invoice a review of the status of the booking will be made. The right to terminate the booking will reside with the Vicar and Churchwardens.

**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.