

Booking Holy Trinity Church for a Service

Information to assist your planning

There are certain elements that must be included in a service. These are:

The presence of an Officiant, who will be member of our clergy team, unless we have agreed for another suitably licensed person to officiate.

A Welcome and opening prayer given by the Officiant.

A Blessing given at the end by the Officiant

If you want any further contribution from the Officiant, then that should be discussed and agreed well in advance.

We also expect:

- to be given a copy of the planned order of service at least 3 days in advance of the day of the service
- that a collection will be taken which usually benefits the church but may be shared 50:50 with another registered charity of your choice. (The information required to enact this is included on the booking form)
- that you provide 4 stewards (6 if the West Doors are to be used) to meet and welcome those attending the service, to remain by the doors during the service in case of an emergency evacuation, and generally to act under the direction of the Church Officer on duty should any emergency situation arise

We usually book one hour for a service and we close the church to visitors 30 minutes before the service is due to start. You should advise us of anything that may cause these timings to be different.

There is no charge for a service that is held in Holy Trinity Church. There is also no charge for a 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 to be completed.

The church has various facilities that can be made available and these are listed on the booking form

If staging is booked the group booking it will be responsible for the movement of the staging from its storage to the church and its return after the event. The booker should plan the time needed for setting this up before the service as the church may 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.

We have refreshment facilities in the church which your group will be welcome to book and use. However we do not usually stay closed to visitors for more than 2 hours in one stretch and so if your group wishes to stay and extend hospitality after the service, any visitors to the church present at that time should be welcomed. Your group will be responsible for the setup, clean up and provision of consumables for refreshments if you take up this option.

Numbers – The Nave and side aisles can accommodate 200 people without additional seating. A further 80 seats can be provided at the back of the church to bring the total to 280.

We can usually add a further number (up to 100) although these seats do not have a line of sight to the front of the church as they are behind in St Peter's Chapel and the Chancel however you can arrange a CCTV link to screens that you provide that can overcome this obstacle if needed.

Telephones – Please note that there is no telephone available in Holy Trinity Church and that it is the Booker's 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.

Health, Safety & Security

Where a service is booked at Holy Trinity Church, we expect to fully support it and so our staff will be involved with you to ensure that all aspects of health, safety and security of the building before, during and after your service are maintained. Your team is asked to respect that your service will be conducted under the auspices of our insurance and therefore our policies and practices remain active. If you prefer to conduct the service entirely under your own auspices then you should make arrangements to book the church for an event and it will be under those conditions that we then operate.

Care of the Church - The church is available for use 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 booker at the completion of the service to the satisfaction of the Church Officer on duty. This may also mean replacement of items necessary for worship to take place the following morning (e.g. altar).

Safeguarding – Each booker 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

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.

Charges

For the latest charges, please see the list of charges published on our website

Payments

Payments 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 office@stratford-upon-avon.org

Booking enquiries should be made to t&b@stratford-upon-avon.org

Payment enquiries should be made to accounts@stratford-upon-avon.org