



Holy Trinity Church, Bradford on Avon

www.htboa.org

Letting of the Church and Meeting Room

Table of Fees

Revised 9 August 2017

Session	Charge
1. Main church (NB seats up to 340)	
Daytime <i>between the hours of</i> 0900 and 1700	£40 0-2 hours £50 2-3 hours £60 3-4 hours £80 4-5 hours
Evening 1800 to 2200	Meetings / Regular rehearsals £40 0-2 hours £50 2-3 hours £60 3-4 hours Public Performances <i>(to include 1 rehearsal and use of the Tower Meeting Room on the night)</i> £400
All day 0900-1700	£100
2. Tower Meeting Room (NB seats up to 20 - up one flight of stairs – and has glass 'wall' overlooking church, so not suitable for confidential meetings)	£10 per hour

Terms and Conditions

General information

- There is seating for 130 on the oak chairs and benches, and for a further 210 on the lightweight, stackable chairs.
- The *church* is fully accessible, and there is a wheelchair available at the back of the church. But the Tower Meeting Room is only accessible by climbing one flight of stairs.
- Please note that events may take place simultaneously in both church and meeting room, with the exception of Public Performances (day or evening) when we shall include the exclusive use of the meeting room automatically.
- Facilities: heat, light and sound-system (all new, flexible and digital), WiFi, and use of the kitchen are included. There are 3 toilets at the west end (one with full disabled and baby-changing facilities).
- There is a good upright piano in the church.
- There is no church parking: so please use street parking or Library, St Margaret's or Station Car-parks (all parking is free after 1800 and on Sundays).
- We are happy to advertise any major event in *Parish News* and by displaying your posters across the benefice.
- All general enquiries (including as to availability) should be addressed to our Benefice Administrator, Sally Palmer-Walton: bradavonba@gmail.com

Agreement	This is between yourselves and Holy Trinity Parochial Church Council (PCC). Please can an authorised person from your group complete this agreement and return it via Email to our Benefice Administrator, Sally Palmer-Walton, on bradavonba@gmail.com . Unfortunately, no booking will be able to be confirmed without the form and so please send it to Sally as soon as possible.
Deposit and Payment of Fees	Once a completed form has been received by Sally she will email you to confirm your booking and provide you with a booking number. At this point a 20% deposit should be sent to secure your booking. Please then pay balance of the fees no less than two weeks before the event. In most instances the deposit is non-refundable. Payment details (by Electronic Banking please): Sort Code: 40-13-17 A/c number: 60649074 Reference: booking number and day and month of the event (e.g. HTL170 12Feb)
Copyright	For any concert where copyright protected music is performed, there is a form which must be filled in and returned to the Performing Rights Society. See www.prsformusic.com . If the ticket receipts do not come to the church, it is the responsibility of the promoter to fulfil these requirements: the church is functioning purely as a hired venue.
Timings	The hiring agreement includes the hours for which you have agreed to book, and so pay. Please remember to include time for your audience / group members to arrive and leave, and for any preparation and clearing up that you will need to do.
Electrical Equipment and use of Kitchen	The PCC takes no responsibility for any accident or damage caused by the hirer's equipment or use of the kitchen. Any electrical equipment brought by the hirer into the church must be fully BEAB safety tested and approved. If the church sound system or use of the kitchen is required, it is essential that the caretaker (or deputy) is present at the start and end of the letting, for training and security purposes.
Fixtures and Fittings	No furniture or furnishings in the church may be moved without prior permission, and if such permission is granted, then everything must be restored to its previous position before you leave. <i>(And please note that nothing may be fixed to any part of the church or its furniture by nails, screws, adhesives or by any other means.)</i>
Safeguarding	As a church, we are concerned with the wholeness of each individual and are particularly committed to the care, nurture and safeguarding of all children, young people and adults who may be at risk of abuse. In the use of the premises you make yourself responsible for ensuring the safety of any and all children that use the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children, young persons or other vulnerable people in the course of the hiring. But, as a PCC, we also bear a responsibility. And so if young people will be involved in your event, we ask you to indicate this on the booking form and to attach a copy of your Safeguarding Policy.

<p>Personal Possessions and Insurance Requirements</p>	<p>The PCC will not be held responsible for any personal belongings or equipment belonging to hirers or the general public. It should be noted that the church is open to the public during the day and is often visited by tour groups and individual tourists.</p> <p>The PCC advises that hirers take care of bags and other equipment. Performers and organisers should ensure that their possessions are covered by their own insurance policies.</p> <p>The insurance policy held by the PCC does not extend to indemnifying groups hiring the premises. Please would you therefore confirm on the Booking Form that your group has public liability cover appropriate for your proposed activity in church, by attaching written evidence.</p>
<p>Refreshments</p>	<p>Tea and coffee may be made in the church kitchen and pre-prepared cold food served, but under health and safety rules we regret that no food preparation or re-heating is allowed. Please bring your own supplies of tea, coffee, milk and sugar. If the kitchen is used, it must be left clean and tidy and crockery/cutlery washed and replaced in the cupboards in the kitchen. Breakages will be charged. Food may be brought in for your own consumption, but please do ensure that no waste is left behind, and please take all recycling home with you.</p>
<p>Licensing arrangements</p>	<p>If you are organising an event and want to sell alcohol you must comply with the terms of the Licensing Act 2003: http://www.wiltshire.gov.uk/licences-permits-licensing-act .</p> <p>The PCC holds a Premises Licence which you are welcome to use, by agreement, for an extra fee of £15. Please state: the nature of the event, the arrangements that will be put in place to ensure compliance with the 2003 Act, and the name of the person designated to ensure such compliance, including mitigation of any possible public nuisance. (NB no alcohol is to be served after 11pm). Alternatively, you can apply to Wiltshire Council for a Temporary Event Notice (TEN) and pay the appropriate fee (£21). It is your responsibility to obtain this and to apply in good time. Further advice and an application form are available at: http://www.wiltshire.gov.uk/licences-permits-ten.</p>
<p>Health and Safety</p>	<p>The PCC Health and Safety Policy, which includes information about the Fire Exits (north and south doors) is on display on the board next to the 'Welcome Desk', near the south doors.</p> <p>And a First Aid Box and Accident Book will be found at the back of the Welcome Desk.</p>
<p>Furniture removal</p>	<p>All of our church furniture is easily moveable, but it will need to be returned to where you found it after the event please (we have aimed to keep our fees as low as possible). If you require more than the odd chair to be rearranged, please inform us of your requirements in advance and the Holy Trinity caretaker will be responsible for moving it along with the help of your own volunteers.</p>
<p>Housekeeping matters</p>	<ol style="list-style-type: none"> 1. Please inform the Benefice Administrator of any particular requirements at the time of booking. 2. We reserve the right to amend a booking in an emergency, such as for a major funeral (which unavoidably needs to be booked at that time). 3. Please ensure that you leave the church and contents clean and tidy, as you found them. You will of course be responsible for any remaining dirt or stains, or for any damage caused. Please report any accidents, damage or breakages to the caretaker if you see him, otherwise to the Administrator.



Holy Trinity Church Booking Form

Applicant Information

Your name:

Address:

Email address:

Telephone:

Mobile:

Representing (name of organisation / group):

About your event

Type and name of event:

Please remember to attach evidence of your Public Liability Policy.

Date (or dates for a regular booking):

Start and finish times:

Location - church or Tower Meeting Room?

Use of Kitchen (and for what purpose)?

Use of sound-system?

Use of PCC Alcohol Premises Licence?

Approximately how many seats are needed?

Any special requests re layout?

Will your event include young people under the age of 18 and/or adults who may be at risk of abuse? *If so, please remember to attach your Safeguarding Policy.*

Booking Confirmation and Fees

Total Fee Payable:

(20% is payable on confirmation of the booking.)

I confirm that I am authorised by my group and would like to make this booking at Holy Trinity on their behalf, and that we understand and shall abide by all the Terms and Conditions outlined above.

Name/Signature:

Date:

Thank you very much for your booking, and now please send this entire document to: bradavonba@gmail.com. Sally will confirm your booking as soon as possible.