

Trinity Centre Ltd (the Centre) Booking Terms and Conditions

Bookings

Booking requests can be made by telephone or in writing and details will be held on a provisional basis for the number of days agreed with the Centre. After expiry of this period the request may be released without notice if there has been no confirmation.

To confirm a request, the Centre will issue a booking confirmation which will include:

Date and times of booking
Rooms hired and estimated no. of attendees
Preferred room layout
Catering arrangements
Equipment requirements and any additional items agreed
Charges for the hire

The booking confirmation will incorporate these terms and conditions of letting into the contract and the Centre will not let rooms or provide facilities on any other basis. A copy of the booking confirmation will be included for signature and return. It is a condition of this contract that you do not sub-let or assign all or any part of it, or purport to do so without the written consent of the centre.

Numbers

Final numbers of attendees and specific requirements must be notified to the Centre as soon as possible. For day delegate bookings no subsequent reduction in numbers or non-arrivals will affect the charges to be paid to the Centre. Any additions to the confirmed numbers will be charged pro rata.

A minimum number of attendees is applicable to each room within the Centre. If your numbers fall below the minimum, the Centre reserves the right to re-allocate a smaller room, if available, without prejudice to the Centre's right to recover the originally agreed charges.

Changes and cancellations

While every effort will be made to accommodate changes you request to the agreed arrangements set out in the booking confirmation, if this does not prove possible then forfeiture of the booking deposit may result. Cancellations must be in writing and advised as soon as possible. If a cancellation is advised before the scheduled event date, the following cancellation provisions will apply:

- less than 1 week before event date no reduction in total estimated charges
- 1 to 2 weeks before the event date 15% reduction in estimated charges
- 3 to 6 weeks before the event date 50% reduction in total estimated charges
- 7 – 10 weeks before the event date 75% reduction in total estimated charges
- over 10 weeks before the event date no hire charge to be made

Total estimated charges will be based on the confirmed numbers and all pre booked facilities, such as room hire, catering costs incurred, equipment etc. These charges, less the appropriate reduction where applicable, will be payable on submission of a final invoice.

There may be times when the Centre has unexpected need of a particular room. If this occurs you will be given as much notice as possible and alternate arrangements will be made where possible.

Termination

The Centre has the right to serve notice at any time terminating this contract with immediate effect if;

- you are in breach of any of the terms of this contract, or
- if the room(s) hired is used, or if the Centre reasonably believes it to be intended for use for any purpose other than that agreed with the Centre, particularly if such other use is one which in the opinion of the Centre is incompatible with the use of premises for Christian worship and activities.

Cancellation in any of these circumstances will not entitle you to make any claims but shall be without prejudice to the rights of the Centre.

Payments

Charges become due at the end of the booked event and is payable within 7 days thereafter. An appropriate invoice will be issued. However, the Centre reserves the right, where it has incurred liabilities to third parties in relation to and prior to the event, to submit an interim invoice, payable within 7 days, to take account of such liabilities.

Late payment of invoices will incur an interest charge which will accrue daily on all amounts outstanding after the due date at a rate of 2.5% above Bank of England base rate. Instructions on how to make payment will appear on the invoice.

Operating matters

In relation to the use of the room(s) hired, and the Centre generally, organisers of events are responsible;

for ensuring all emergency exits and gangways are kept clear

for ensuring all attendees are aware of emergency evacuation procedures

for the safety and security of their own property and equipment and that of their guests and attendees

for any damage caused to property of the Centre (including building fabric, fixtures and fittings, decoration, contents, furnishings, sound and lighting equipment and any other equipment on hire)

leaving the room(s) and related premises in a tidy conditions follow any instructions given by any officials of the Centre

not cause any concern or issues for the Centre with the surrounding neighbourhood.

Safeguarding

Where the use of the room(s) is for an event where children and young people are present you must confirm that you are familiar with the Home Office Code of Practice 'SAFE FROM HARM' and the 'Safeguarding' policy of Trinity Church, have an understanding thereof and undertake to follow the provisions thereof in relation to work with children and young people up to the age of 16.

Insurance

The Centre accepts no responsibility for any activities organised by you. You must ensure that you have in force at the time of the booked event Public Liability insurance to cover any claim that might be made against you in respect of any such activities or your use of the room(s) hired or any equipment therein.

Acceptance of these terms and conditions

I agree the details set out in this Booking Confirmation and that the Centre terms and conditions of letting shall constitute the terms of the contract between us.

Name of hirer _____

Signed _____ **Date** _____

If the event involves children, you must also sign the following declaration;

I declare that I am/we are familiar with the Home Office Code of Practice 'Safe from Harm' and the 'Safeguarding ' policy of Trinity Church and will follow the provisions thereof.

Signed _____ **Date** _____