

Trinity United Reformed Church

Principles of Hire

Trinity United Reformed Church is a place of Christian worship and is cared for by a Christian congregation. The building is made available for community use as an expression of Christian service to God and to community.

Trinity URC expects that all hirers and their activities on the premises will respect the spirit in which the building is made available. The document 'Terms and Conditions of Hire' describes the way in which we expect the property to be treated, and outlines the legal obligations of the hirer and Trinity URC.

Hirers wishing to resolve possible areas of conflict of interest are encouraged to contact the Lettings Team or Minister in advance.

Simon and Sarah Evans (Lettings Team – lettings@trinity-urc.org.uk)

Gwen Collins (Minister)

Application to hire premises at Trinity URC, High Wycombe

HIRER'S DETAILS – Name of organisation _____

Position within organisation: _____

Name and address of person responsible for booking: _____

_____ Postcode _____

Tel: _____ Mobile: _____

Name and address of person responsible for activity (if different from above.)

_____ Tel: _____

Rooms to hire: Sanctuary Crendon Hall Lower School Room Lionel Jowett Room Kitchen

Other facilities agreed _____

Note: Trinity URC reserves the right to request a deposit in addition to the hire fee, for which a receipt will be given. Such deposit would be returned after a hiring provided that the premises were left in a clean, untidy and undamaged condition.

Dates and times:

Day _____ Date _____ Month _____

Access Start Time ____:____ Activity Start Time ____:____

Activity End Time ____:____ Access End Time ____:____

Please remember that other hirers and/or cleaners may need access immediately after your session. Overstays of 5-20 minutes or more may incur an extra half hour's hire charge; overstays of 20-40 minutes will incur an extra hour's hire charge.

Single booking Multiple booking Regular booking Term time only: Yes / No

Details as agreed _____

The charge for each hire period is £ _____:_____

Terms for payment are: Cheques payable to Trinity URC at time of booking

Signed on behalf of Trinity URC _____ Date _____

Signed on behalf of hirer _____ Date _____

Please sign both copies and return one to Trinity URC prior to first hire period

In the case of regular bookings this hire agreement will be reviewed on _____

Full Terms and Conditions to be signed upon confirmation of booking