



Trinity United Reformed Church

London Road, High Wycombe, Bucks HP11 1BJ

Website: www.trinity-urc.org.uk

Church office answerphone 01494 520365

lettings@trinity-urc.org.uk

Lettings: 01494 440965

Terms and Conditions of Hire

Provisional bookings may be made by email or telephone but must be confirmed by signature of these Terms and Conditions of Hire within 7 days of the provisional booking, together with the agreed fee. No charge is made for the hirer's cancellation of a 'one off' booking made more than 4 weeks prior to the hire date. Hirer's cancellations of 'one off' bookings made less than 4 weeks prior to the hire date will incur a 25% cancellation fee, unless mitigating circumstances are accepted.

- 1) Trinity URC reserves the right to refuse or terminate any use or hire of the premises without explanation. Under normal circumstances either party must give three months' notice in writing of intention to cancel a regular hiring agreement.
- 2) The agreed fee for the use of premises must be paid in advance.
- 3) No material, decoration or other articles shall be fixed, nailed or screwed to any wall, ceiling, doors or furniture of the building without the prior agreement of the Lettings Team. If, in the Lettings Team's opinion, the premises are not left in a clean and tidy condition, or any fixtures or fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand.
- 4) The premises and any additional equipment hired must only be used by the hirer, and for the specific purpose as agreed. Note: the piano in Crendon Hall does not belong to Trinity and is not available for use.
- 5) The hirer may not bring any electrical equipment or appliances into Trinity for use unless agreed and PAT-tested previously
- 6) The premises must be left in the same condition as they were found, and chairs, tables and other equipment must be returned to their original place, unless your booking has explicitly included this in your booking charge. The hirer must ensure that fire exits are kept clear.
- 7) If the kitchen is hired then the hirer must ensure food hygiene legislation is adhered to. All surfaces must be cleaned after use. No food is to be left in the kitchen after use unless agreed by prior arrangement. Hirers are responsible for disposing of food/drink past its use by date. Hirers using church linen may do so as long as it is TAKEN AWAY laundered AND RETURNED within a week.
- 8) If the hirer wishes to bring food onto the premises for consumption, prior permission must be obtained from the Lettings Team.
- 9) The hirer must ensure that when leaving the premises all doors and windows are properly closed and secure, and all lights are turned off.
- 10) Heating of premises is the responsibility of Trinity URC. Hirers must not attempt to vary the settings of heaters. The use of supplementary heating is not permitted.
- 11) Hirers are only permitted on the premises during the agreed hiring period; any other access must be agreed in advance with the Lettings Team.



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- 12) Should keys be issued to hirers they remain the property of Trinity URC. Under **NO CIRCUMSTANCES** will the hirer duplicate any keys or allow them to be used by any person not approved by the Lettings Team. All Key Holders must have completed an "Agreement to Hold Keys" form before keys and Sentinel tag are issued.
- 13) Any requirement for on-site storage must be part of the written hire agreement. The hirer must remove any other equipment brought into the building on each occasion.
- 14) In line with national legislation (Smoking Ban) a no smoking policy exists in all areas of the building and must be adhered to; for more information regarding hirers responsibilities visit <http://www.smokefreeengland.co.uk>

Trinity URC also does not accept the misuse of drugs or other intoxicating substances on the premises and asks any hirer to adopt the same policy within its use of church property.

- 15) No alcohol may be sold or consumed on the premises without the written approval of Trinity URC. Trinity URC is not licensed for the sale of alcohol and where permission for the sale of alcohol is granted by Trinity URC the hirer is responsible for obtaining any such licence as required by law.
- 16) No betting, gaming or lotteries are permitted without the written approval of Trinity URC. Any such licences as required in law must be gained by the hirer.
- 17) Except in the case of our negligence or wilful default Trinity URC accepts no liability for death or personal injury to any persons attending any activities within Trinity URC as a hired premise, or for any loss or damage to any property belonging to such persons. Hirers should obtain their own insurance to cover all liabilities including public liability and for their own equipment. The hirer will keep Trinity URC indemnified against any claims for which it is responsible and must be able to show evidence of having a third party insurance policy. This is particularly relevant to organisations, churches and anyone running events that are open to the public.
- 18) It may be necessary at short notice to ask the hirer to cancel or reschedule a hire period. Trinity URC reserves this right.
- 19) Trinity United Reformed Church has conducted risk assessments for fire evacuation and reminds all hirers that whilst there is some smoke detection and fire-fighting equipment any hirer is responsible for:
 - Evacuating the building and calling the fire brigade when the alarm sounds
 - Conducting their own assessment regarding the needs of the people attending with them, including evacuation drills
 - Ensuring they are fully aware of the procedure for exiting the building and assembly points
- 20) In the event of personal injury or accident, hirers must record this in the Accident Book located on the nearest noticeboard (Crendon Hall entrance lobby, or sanctuary) and notify the Lettings Team immediately. First aid kits are available in the Crendon Hall and Lower School Room and any items used must be noted in the Accident Book.
- 21) Any music or other noise must be kept at a reasonable level and must be finished by the agreed time under the hire agreement.



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- 22) It is the hirer's responsibility to obtain any entertainment licence that may be required, or any licence for the showing film scenes of 30 seconds or more, or a whole film. However, Trinity's PRS licence does cover hirers for the playing of live or recorded music.
- 23) Hire agreements will not extend past 23:00 hours Sunday – Thursday, or 23:30 hours Friday and Saturday, or the time stated within the hire agreement. The booking period is inclusive of the hirer setting up, clearing up and vacating the premises. Please remember that other hirers and/or cleaners may need access immediately after your session. Overstays of up to 20 minutes may incur an extra half hour's hire charge; overstays of 20-40 minutes may incur an extra hour's hire charge.
- 24) Rubbish and recycling disposal: Please ensure all rubbish including food waste is disposed of into the bins and recycling (plastic bottles, glass bottles, paper and cans) put in the coloured bags located at the bottom of the stairs near the kitchen. We would encourage users to remove their own refuse and recycling if at all possible. If there is no room in the bins Trinity cannot accept further waste so require the hirer to remove the rubbish from the premises. (See Refuse & Recycling Policy attached.)
- 25) Hirers working with children, young people under the age of 18 years, and vulnerable adults, are required to agree to comply with The Children Act (1989) and the principles of the Home Office Document 'Safe from Harm' (as outlined in the URC document 'Good Practice Guide' or the hirer's own policy document) or any future legislation regarding volunteers or employers.
- 26) In case of an emergency arising out of the use of premises please contact the Lettings Team on 01494 440965 or refer to signs around the building.

In cases of extreme emergencies (fire, criminal act) the emergency services should be contacted in the normal way and the Lettings Team informed as soon as possible.

- 27) These terms and conditions are designed to protect both the hirer and Trinity URC. Please ensure they are adhered to. Any breach may result in termination of the hire agreement without notice.

Name of hirer:	
Organisation:	
Address:	
Phone no:	Mobile No.
Email address:	
Signed:	
Date:	



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RECYCLING AND REFUSE POLICY

May 2011

Trinity's congregation takes seriously its responsibility as a steward of God's creation and to reduce waste and recycle as much as possible. We expect all users of the building to respect this ethos:

1. Refuse disposal

Non-recyclable waste (including food/biodegradable waste) from rubbish bins in kitchen, toilets and other rooms should be put in the dark grey wheelie bin outside Crendon Hall. The lid must be firmly shut or the Council will not empty it.



Please put a new bin liner in each bin when you empty it. You will find replacements in the tall white cupboard behind kitchen door.

2. Recycling

If you are able to take your recycling away with you, please do!

Glass, cans, paper and plastic bottles ...

should go in the three large labelled bags at the bottom of the stairs near the downstairs kitchen. Cans may be put with glass. (Please rinse glass and plastic bottles).



Broken domestic glasses should be wrapped safely in paper and put in the refuse bin.

Responsibility of hirers and users of Trinity

Hirers and users are encouraged to remove their refuse and recycling after their session.

If there is no room in the bins, Trinity require the hirer or user of the premises to remove the waste (recyclable or non-recyclable) from the premises. Failure to meet any of the conditions may result in termination of the hire agreement without notice.

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