



The Arches @ Holy Trinity terms and conditions of use

The entire church building is a **NO-SMOKING AREA**.

The hirer must note the marked **firepoints** and keep to fire regulations with regard to capacity: 350 in church upstairs, and a maximum of 220 across all rooms in The Arches downstairs.

Holy Trinity PCC can accept no responsibility for the **loss** of, or **damage** to, hirers' property.

Personal accident **insurance** and any insurance for any liabilities incurred by the hirers are the responsibility of the hirer.

The hirer must only use those **rooms** which have been booked. **Furniture** moved during the event must be put back into position before departure. Rooms should be left in a **clean and tidy** condition and any **refuse** must be removed from the church premises.

The hirer must be mindful of the **needs of other groups** which maybe using the building, and not disturb or prevent the use of other parts of the building.

The hirer is responsible for **supervision** during the letting, especially of **children and young people**. Activities must comply with child protection and health and safety legislation, and must not contravene the church's 'Taking Care' policy.

If a letting requires **special arrangements** (eg early access, rehearsals, special equipment) these must be clearly communicated to, and agreed by, the booking administrator at least three days before the event.

Drawing pins, nails etc must NOT be used on the walls, as this can puncture the damp-proofing membrane.

When the kitchen is hired, everything must be **cleaned**, including the stove-top, counter, sinks and floor. The hirer must provide their own supply of **milk**. **Children** under the age of five and **pets** must NOT be allowed into the kitchen. A separate sheet is available on the **equipment** and its instructions for use.

If you have any questions, please contact John or Cathie Rutter on 01765 605638.