

Trinity Church Earley

Terms & Conditions for the use of Church facilities

Contact: ops.support@trinityearley.org.uk

The following terms and conditions apply to all users of facilities at Trinity Church, i.e. church members, church associated groups, and third-party hirers.

Availability

Trinity Church has four rooms available for church meetings and events, and for hire by third parties. Room bookings can be requested for any day apart from Sundays.

Church Sanctuary – suitable for concerts and large assemblies. Seating capacity 250.

Church Hall – suitable for larger group meetings and parties. Seating capacity 50.

Small rooms – (Lounge and Rainbow rooms). Seating capacity 8 – 15.

Hirers / users must NOT exceed the listed seating capacities of booked rooms.

There is also a fully equipped kitchen available for hire.

Use of the Kitchen

The church kitchen is attached to the Church Hall, separated by a serving hatch. It may be included in a booking for an additional fee. Any refreshments served from the kitchen should be consumed in the church hall. If the hirer wishes to use the Sanctuary for the consumption of food and drinks, approval must be obtained from the Vicar/ Minister via the Operations Team.

Cleaning materials are kept in the kitchen. It is the responsibility of the hirer to ensure food safety. The kitchen must be returned to a clean condition after use, and all rubbish should be taken away by the hirer / user.

Booking Procedure

All room bookings (whether by church staff, church members, or third parties) must be made through Trinity's Operations Team (ops.support@trinityearley.org.uk). Requests from third-party hirers and Trinity staff / members, who want to use the room/s for non-church business purposes, must be made via Trinity's website, (<https://trinityearley.co.uk>). Bookings can be for single events or for a series of sessions / events. When booking rooms, the times requested need to allow for 'set up' and 'packing down'. A member of the Operations Team will respond if they have any queries. Once the booking details have been finalised, hirers / users will be sent a booking confirmation.

Hirers must not use rooms other than those they have booked.

Payment – occasional hirers

Where bookings are for one-off events, hirers will be sent an invoice 4-6 weeks prior to the event. All invoices will show a date payable. Where payment has not been received by this date, a final notice will be issued giving the hirer a further 7 days. If payment has not been made before the date of the event, hirers will not be given access to the premises. In addition, any further bookings will be cancelled.

Payment – regular hirers

Where bookings are made for multiple occasions (by 'regular hirers'), invoices are sent every half term, showing a date payable. If payment has not been received by this date, a final notice will be issued giving the hirer a further 7 days. If payment has not been made during this time, hirers will not be able to continue to use the church.

Cancellations by Users

Trinity's Operations Team (ops.support@trinityearley.org.uk) must be informed of any cancellation of a booking as early as possible. Third-party hirers must give 7 days notice of cancellation to receive a refund of their fee (occasional hirers) or a credit to their account (regular hirers). Failure to give such notice will result in the fee being charged.

Cancellation by the Church

The Church reserves the right to cancel any booking. In this event, the Operations Team will inform the hirer and endeavour to arrange a suitable alternate time and / or date. If no suitable alternative can be agreed, a full refund / credit will be given.

Whether the hirer or the Church makes a cancellation, it is the responsibility of the hirer to inform those expected to attend the event that it has been cancelled.

Safety and Security

Hirers / users must make arrangements with the Operations Team for access to the church (which may involve provision of the key and an alarm code). It is the responsibility of hirers / users to ensure that the premises are secured before leaving. They should check that the building is empty, all external doors are locked, all internal doors are shut, all windows shut and fastened, all lights switched off, and the alarm activated.

Hirers / users must return each room to the condition in which it was found. All furniture, fittings and equipment must be put back in their original locations. All rubbish should be taken away by the hirers / users.

In the event of **FIRE**, the hirer / user must raise the alarm and evacuate the building, checking every room. Evacuees should assemble in the car park outside the doctors' surgery. The fire brigade should be called, even for relatively minor fires.

Safeguarding. It is the responsibility of the hirer / user to prevent the abuse of children, young people, and vulnerable adults. If such people will be present during the booked event, the hirer / user will be asked to read and comply with Trinity's Safeguarding policy

Licences

It is the responsibility of hirers / users to comply with the laws concerning Copyright, Phonographic Performance (the use of commercial recordings) and Performing Rights. For further advice, contact the Operations Team.

Alcohol

Alcoholic drinks are not allowed on church premises unless an application has been made via the Operations Team.

Use of own equipment

Hirers / users wishing to bring their own equipment into the building must specify what this is and seek permission via the Operations Team when making the booking.

Electrical equipment must be Portable Appliance Tested.

All equipment, and other belongings, must be removed from the church immediately after the event. Items left without permission will be disposed of.

Indemnity and Insurance

All users agree to indemnify the Trustees of Trinity Church in the event of loss or damage to the church premises or its contents, and in the event of any claim being made by any party for bodily injury or damage to property arising from the use of premises.

Regular users must also provide proof of Public Liability Insurance cover (for £5 million) for their period of use of the church premises to provide indemnity in accordance with the above paragraph.

March 2026.