



Arts@Trinity

Contract of Services

Contract for services between Arts@Trinity (The Venue) &, (The Hirer)

Date:

- **Event Time:**

Brief description of event:

Name and contact details of main contact (The Hirer):

Hire charge:

Venue capacity

Venue Capacity 180 seated and up to 50 standing – including performers and stewards. Please note, this number cannot be exceeded.

The Venue will provide (Add / Delete as appropriate)

- *Venue Public Liability* Insurance for its own staff and purposes.
- Marketing support, box office & ticket sales (if required)
- Lockable dressing room
- Bar
- Seating

The Hirer to provide

- *Public Liability/third party* insurance cover (please provide a copy)
- Publicity and marketing

*Please note **The Venue** is not the promoter, although **The Venue** will provide promotion and marketing support, **The Hirer** is responsible for bringing his or her own audience to **The Event**.*

Doors open:

Event ends:

Access from:

Final exit time:

Live Music:

- **PRS liability and details:**

SIA required:

Stewards/FOH Provided:

First Aiders:



DBS checked if children are involved:

Bar

- All bar takings at **The Event** will be exclusively **The Venue's**

Ticket Prices

- Tickets for **The Event** will be sold at:
- Concession:
- Tickets will be available from:

Merchandise

The Venue will get 10% of all income through merchandise.

Sound & Lighting

- **The Venue** possesses an in-house sound technician, PA system and lighting that can be hired by **The Hirer**. Cost are £30 PA set up, £100 set up and sound technician hire, £50 lighting hire.
- It is the responsibility of **The Hirer** to provide **The Venue** with a full and detailed list of their sound engineering/lighting requirements a minimum of two weeks prior to **The Event**. Failure to do so abdicates **The Venue** of the responsibility to provide these and the responsibility for sourcing them will revert to **The Hirer**.
- **Please attach a full list of Tech / Staging you will be bringing into the Venue**

Please note that our house manager in discussion with technicians has the final say on the level of sound, which is suitable for our venue and neighbourhood.

Please note that our house manager also has final say over matters concerning health and safety and public nuisance.

Publicity

References to the venue in all publicity must be to:

Arts@Trinity, Holy Trinity Church

A@T commitment: publicise on website/newsletter & hang out posters/flyers if provided by **Hirer**.

Hirer's commitment:

Riders

- **The Venue** will provide **The Performer** with water. **Any other riders that you wish to bring into the venue will need prior confirmation from Arts@Trinity.**

Cancellation

Please be aware that Holy Trinity is a functioning church which belongs to Leeds Parish and though Arts@Trinity can offer you dates for a period in the future, we cannot guarantee more than 3 months beforehand. Generally, we will confirm a booking at this stage. The Parish itself does sometimes reserve dates during the year and at relatively short notice. We do endeavor to give at least 3 months' notice of any cancellation.



- In the unlikely event that **The Venue** has to cancel **The Event** within the 3 month guaranteed period, **The Venue** will try where possible to agree an alternative date or reasonable terms that satisfy both parties.
- In the unlikely event of cancellation by **The Performer** less than 14 days before the start of **The Event**, **The Performer** shall be liable to pay minimum charge of £250 and reimburse any additional costs that have been incurred by **The Venue** (e.g. TEN). For cancellations between 28 days prior to the event, **The Hirer** shall be liable to pay half the minimum charge. This also includes administrative time & fees involving refunding ticket money and all credit card charges.

Additional Fees (to be deleted if not needed by negotiation with Arts@Trinity)

- Late night Temporary Events Notice £45
- Late night charges after midnight (this includes pack up after 12.30pm) £100 per hour
- Sale of alcoholic drinks £400
- Sale of soft drinks, tea & coffee £50
- PA set-up and usage £30
- PA & Sound Engineer (if required) £100
- SIA Register door supervisor £66 per SIA person
- PRS fees – Ticketed £48 - £96 (200 people dep on ticket price)
- PRS fees - Non-ticketed/free £20 - £40 (dep on numbers)
- Cleaning or removing waste after hire £75

Key Contacts

- **Ms. Laura Kox** (*General Manager, Arts@Trinity*), **07935883521**
- **Mr. Daniel Barker-Bey** (*Facilities Manager, Arts@Trinity*), **07535540725**
- **Mr. Paul Ratcliffe** (*Artstic Director, Arts@Trinity*), **07432292939**

Please note, if you have questions regarding sound and lighting technicalities, it is advisable to contact the Arts@Trinity General Manager.

Venue Address and Contact

- Holy Trinity Church, Boar Lane, Leeds, West Yorkshire LS1 6HW
- 01134400573, arts@holyltrinityleeds.co.uk, www.artstrinityleeds.co.uk

By completing this form and signing below you are confirming that you have a copy of and have read the "Risk Management Schedule", the "Holy Trinity Ethos Statement" and "User Instructions"; that you are aware of evacuation procedures and you agree with this booking arrangement. You also confirm that you have the stated public liability and damage insurance and that all electrical equipment brought onto the premises will be PAT tested.

Signed on behalf of Arts@Trinity:

Name:

Date:

Signature:

Signed on behalf of the Hirer

Name:

Date:

Signature: