



Arts@Trinity

Contract of Services

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

Dates:

- **Hire Time:**

Brief description of meeting:

Name and contact details of main contact (The Hirer) & Responsible Person with the group:

Hire charge:

Conference Room 1 Capacity: holds 20

Conference Room 2 Capacity: holds 8

The Venue will provide (add to list /delete where appropriate)

- *Venue Public Liability* Insurance for its own staff and purposes.
- Tables
- Chairs
- Water

Additional Equipment: Arts@Trinity can also provide a projector and tea/coffee making facilities if required.

The Hirer to provide

- *Public Liability/third party* insurance cover. **Please provide a copy**

Access from:

Final exit time:

First Aiders:

DBS checked if children are involved:

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 them more than 2 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 2 months' notice of any cancellation.

- In the unlikely event that **The Venue** has to cancel the booking within the 2 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 Hirer** less than 14 days before the start of the booking, **The Hirer** shall be liable to pay minimum charge of £20 for each cancelled day and reimburse any costs that have been incurred by **The Venue**. For cancellations between 28 days and 14 days prior to the event, **The Hirer** shall



be liable to pay half 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 in negotiation with Arts@Trinity)

- Publicity (includes: design, 5xA3 posters, 5xA4 posters, 50x A5 flyers) £30.00
- Cleaning or removing waste after hire (If left) £30.00

Please note: If you want to bring any food or drink into the Conference Room this needs prior negotiation with Arts@Trinity. There is a café in the building that is open between 9am and 2.30pm.

Key Contacts

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

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 by:

Signed on behalf of The Hirer by:

Name

Name

Signed.....

Signed.....

Date.....

Date.....