



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 to list /delete where appropriate)

- *Venue Public Liability* Insurance for its own staff and purposes.
- Event advertisement on website
- Tables
- Chairs

The Hirer to provide

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

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** (unless otherwise negotiated)

Ticket Prices

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

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 / Anything else you will be bringing into the Venue**

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

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 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 Hirer** less than 14 days before the start of **The Event**, **The Hirer** shall be liable to pay minimum charge of £250 and reimburse any costs that have been incurred by **The Venue** (e.g. a TEN). 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 by negotiation with Arts@Trinity)

- | | |
|---|--------------------|
| • Publicity (includes design, 5xA3 posters, 5x A4 posters and 50xA5 flyers) | £30 |
| • Late night Temporary Events Notice | £45 |
| • Late night charges after Midnight (includes pack down 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 supervisors | £66 per SIA person |



- PRS fees – Ticketed £48 - £96 (200 people dep on ticket price)
- Non-ticketed/free £20 - £40 (dep on numbers)
- Cleaning or removing waste after hire £75

Key Contacts

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

Please note, if you have questions regarding the venue, 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 by:

Signed on behalf of The Hirer by:

Name

Name

Signed.....

Signed.....

Date.....

Date.....