

Terms and Conditions

Arts@Trinity is a venue provider not a promoter of events (unless it is specifically organising its own programme) and Holy Trinity Church is the venue available for hire. We can assist with publicity and ticket sales but do not take responsibility for generating audiences. While we will promote all events on our website and through our mailing list we cannot guarantee audience response. In some circumstances we will agree a ticket split rather than a venue hire rate but it still remains the responsibility of the user to generate their own audience.

Booking

For all venue hire, a deposit of half the agreed fee will be paid on confirmation of the booking. Any proposed booking will be held for fourteen days until this payment is made after which it will revert as a free space. The balance will be paid on the day of the event. All cleaning will be charged for. A returnable deposit of £200 is required to cover cleaning if necessary, damage and over runs. Users are required to have their own insurance, public liability and third party to at least £5m. Users must vacate the premises by the agreed time. A charge of £50 per hour or part thereof will be deducted from the deposit in the event of over run. Storage of equipment after the event will be charged at £20 per day unless otherwise agreed.

In all cases, the Arts@Trinity Officer present is in charge and can determine numbers, use of equipment and use of the building at any stage of the event. Their decision must be adhered to even if it means evacuating the building and ending the event. No compensation will be given if this is the case.

In the event unforeseen circumstances such as a bomb scare or emergency in the area prevents an event taking place, then Art@Trinity will not be held responsible and no compensation will be given. Neither will Arts@Trinity accept responsibility for artists who are unable to perform on the day of the event. Substitutes must be arranged and the event must be fully paid for.

All verbal agreements must be confirmed in writing before taking effect. Deposits should not be paid until all agreements are confirmed by email or contract.

Cancellation

Cancellation with less than 14 days' notice before the time of required access incurs the full minimum charge (£250.00) plus any other charges incurred (e.g. a TEN).

Cancellation between 14 - 28 days before the event is half the minimum charge (£125.00) plus any other charges incurred.

This will be deducted from any deposit paid.

Payment

The hirer will be invoiced by the day of the event. All invoices must be paid within 14 days. Late payment incurs a 1.5% interest fee per day. Payment can be made cash to a member of the Arts@Trinity team, by cheque made payable to Arts@Trinity Ltd or by BACs to the bank account stated on the invoice.

Please ensure you have read and agree to adhere the following documents:

The Risk Management schedule

Users Instructions

Holy Trinity – Values and Ethos