

Holy Trinity Church

Users Instructions

Please bear in mind that Holy Trinity Church is a grade 1 listed building and that no attachments may be made to any wall or fitting, any loose cables must be stuck down with low tack tape (ask a member of Arts@Trinity for tape) after discussion with the venue.

Please be aware that many different groups use the church and that it is the responsibility of each user to leave the church, café and other rooms in a clean and ordered state ready for the next user.

Cleaning equipment is kept in the cupboard to the right of the main entrance. Mops and buckets are to be found in the cupboard near the front door.

Pews must be returned to the places in which they were found and chairs should be stacked in the south-east corner.

The Chancel area and Lady Chapel are only to be used if agreed with the venue. Pews should not be removed from these parts.

Tables, lights, PA, projector and screen are available. Use might incur additional cost.

The floor of the church including the carpeted, wooden and tiled areas must be left clean. The café (if used) must be left exactly as it was found and ready to open the following day for service. The vestry and upstairs rooms, if used, must be tidied.

The kitchen and bar in the café are not available for use unless specific permission is given by Arts@Trinity. Kitchen users must meet with the café manager prior to any use.

Although Holy Trinity Church is licensed to sell alcohol, no user other than officers of Arts@Trinity may do so without the written permission of the Designated Premises Supervisor.

Rubbish and waste must be removed from the site by the premises user and not left in the church, the café or the toilet area.

All users will make themselves familiar with the Risk Management Schedule drawn up by Arts@Trinity, evacuation procedures in the event of an emergency and the position of all fire extinguishers and fire call points.

Users will also conduct their own risk assessments to support any activity they carry out at Holy Trinity. They will also need to have their own public liability and third party insurance to cover any potential damage to the building or the general public.

While every precaution is taken to ensure that the church is a safe place to work and hold events, Holy Trinity Church does not hold itself liable for accident or injury arising from the use of the building as a result of misuse of the building or negligence on the part of the user.

Please report any damage immediately

Contacts:

Laura Kox (General Manager): 07935883521; Paul Ratcliffe (Artistic Director) 07432292939; Daniel Barker-Bey (Facilities Manager) 07535540725