



Conditions for Hire of Holy Trinity Church

1. The hire charge and any deposit is to be paid to the Communications & Operations Manager within 14 days of receipt of the invoice and any cheques should be made payable to "JCC of Holy Trinity and West Malvern".
2. The person signing the booking form will be responsible for the key and any damages/breakages whilst the church is in use.
3. At the start of the hire the Hirer shall undertake a risk assessment. Any risks that are identified should be recorded in writing and any action taken should be noted and actioned.
4. Please be aware that your activity is not covered by the church's insurance.
5. The Hirer confirms that appropriate public liability insurance is in place to cover the event.
6. In the event of an injury to anyone attending the event or any damage to the property, the Hirer shall complete an accident form and/or report any loss or breakage to the Vicar or Churchwarden.
7. The Hirer shall not make or allow use of any facilities or equipment within the premises other than as agreed before the start of the hire.
8. At the end of the hire all chairs are to be positioned as found and the church and kitchen area are to be left in a clean and tidy condition.
9. The latest time when the hire shall end will be 11.00pm and the church must be vacated by midnight. In the event of the church not being vacated at the end of the agreed period of time an excess charge will be payable at the appropriate hourly rate.
10. The Hirer shall ensure that any noise shall be kept to a level that will not disturb any neighbours of the church.
11. No sale of intoxicating liquor will be permitted.
12. Holy Trinity Church does not have its own waste collection. The Hirer shall ensure that no mess or litter is left and that all rubbish is removed.
13. There must be at least one person who should be instructed as to their duties in the event of an emergency. There must be at least one steward available at all times when members of the public are on the premises.
14. Stewards must make themselves aware of the locations of the fire exits, fire extinguishers and their method of operation.
15. The maximum number of persons allowed in the Church is 250.
16. Emergency lights must be switched on at all times.
17. If the church is booked and not used the person hiring the church will be charged as if it was used.
18. Bookings will normally be allocated on a first come first served basis.
19. The person hiring the church is responsible for securing the church when they leave unless alternative arrangements have been made. This includes checking the toilet, turning off all the lights, locking the three internal vestry doors and all external doors and returning the keys to the correct place.
20. On very rare occasions it may be necessary to cancel a booking. If this occurs an alternative date and time will be offered.
21. Use of the Piano:
 - a. If use of the piano is requested the Hirer will be shown where to pick up and leave the key.

- b. The piano has a humidifier system so is plugged in when not in use. The Hirer may slowly move the piano elsewhere at the front of the church and it is not essential to plug it in during the hire unless the period of hire covers more than one day.
- c. At the end of the hire the piano should be locked, slowly to where it was found and plugged in, the Hirer checking that the green power light is on.

22. Use of the Organ:

- a. If use of the organ is requested, the Hirer will be shown where to pick up and leave the key.
- b. The organ should only be played by a trained organist and arrangements to practise before an event, if requested, will be made where possible.
- c. Organist's notes:
 - i. Pistons 1 to 7 (both general and divisional) of memory bank 1 increase in volume in the traditional way. If a visiting organist wishes to change piston settings memory banks 13 to 16 are available; any other settings must not be changed.
 - ii. The crescendo pedal is not set-up and is taped out of use.
 - iii. Please note that the Great Division and Choir Tuba speak louder in the nave than at the console.
 - iv. Please leave the Choir and Swell boxes open when finished.
- d. At the end of the hire the organ should be switched off and locked.

23. Safeguarding – Children and Vulnerable Adult

- a. The protection of any children and vulnerable adults is to be of the highest priority. The church operates within a Safeguarding Policy for Children & Vulnerable Adults. A copy of our policy and procedures for child and vulnerable adult protection is in the folder on the information table.
- b. Any hirer operating a regular group which includes children or vulnerable adults must hereby confirm that they have their own child protection and / or vulnerable adults safeguarding policy and procedures, and that all those who staff their activities on these premises understand and have agreed to follow them. The Hirer understands that the church accepts no responsibility for the Hirer's failure to comply with the legislation.
- c. Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present, agree to take full responsibility for the welfare of the children, and/or vulnerable adults who attend the event and will take all reasonable steps to prevent harm to children, and/or vulnerable adults.

24. First Aid Kit – If required, the first aid kit can be found in a small cupboard in the wall at the back of church. The box is to the right of the West Door with a red cross on the cupboard door.