

To our party hirers.

We want to ensure that your family occasions and events go as smoothly as possible.

This document sets out clearly our conditions of hire and use.

- All Party bookings must be paid in advance. This can be done by card, cheque or cash.
- Keys must be picked up from the church office in the week preceding the hire date. Church office is usually open 09:00 to 13:00 weekdays. Please arrange collection with the centres manager and allow 10 minutes for a brief building use and safety induction.
- Staff are unable to hand keys over until the hire has been paid. Keys must be signed for.
- Please ensure that your rubbish and equipment are removed from the premises promptly.
- Keys can be placed in the Trinity Centre letter box after you have locked up. This is adjacent to the main doors and will be pointed out to you when you collect the keys.
- **As the hirer it is your responsibility to ensure the safety of any guests and we provide these as a guide to support you.** All documentation can be found on our website.
- Please ensure that children are supervised by a responsible adult at all times.
- Please do not access areas of the centre not included in your booking.
- You will need to provide your own crockery and cutlery.
- The consumption of Alcohol is permitted, by agreement, at the Trinity Centre. Permission must be given by the centres manager. This is NOT possible at the Wesley centre.
- The sale of Alcohol is permitted under temporary license applied for from New Forest District Council.
- The kitchen hatch at Trinity is available for use as a servery when the kitchen is not on hire.
- We offer use of water heaters for hot refreshments and fridges for food storage.
- The Trinity kitchen is fitted to a commercial specification and can be **hired on a session basis ONLY.**
- **Trinity Kitchen equipment, such as the ovens and range are only for use by someone who has appropriate experience or qualifications.**
- Please report accidental damage so we can repair / replace promptly.
- We do not have caretaking staff. Our policy is *"if you get it out you put it away and if you use it you clean it"*.
- Any additional cleaning or caretaking duties not agreed in advance are charged on a call out basis at £30.00 per hour with a 2-hour minimum.
- Specialist cleaning such as bodily fluids, faeces or vomit are charged directly from our contractors and start at £75.00.
- We do not require facemasks but due to the increase in cases locally, and especially in schools, it is prudent to consider their use amongst guests to prevent any potential spread of Covid.
- The capacity of the hall is 100 people.
- Floor sweeping equipment is provided. Your building induction will highlight this.

Should you need any further information please contact me at the church office.

Best regards

Alan Ball

Centres manager

Trinity United Church Ringwood.