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, BACS, cheque or cash.
* Keys are now made available by use of key safe. Church office is usually open 10:00 to 13:00 Monday to Thursday. We ask hirers to come to the centre in the weeks preceding their hire to receive a building safety and equipment use briefing (no more than 10 minutes) and to get their allocated key safe number and code.
* **A key safe and code will not be allocated without a briefing.**
* Please ensure that your rubbish and equipment are removed from the premises promptly. **PLEASE** **DO NOT USE ON SITE BINS AND WHEELY BINS** for waste disposal.
* The green wheely bin in the car park is available for glass recycling.
* Keys can be placed back in the key safe or 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 kettles 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 £100.00.
* You are welcome to use the child sized chairs in the Trinity Centre main hall storage cupboard.
* **The playgroup equipment and toys stored in the Trinity Centre main hall cupboard are NOT AVAILABLE for hirers use. Please do not attempt to make use of any of this equipment.**
* 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.

Alan Ball, Centres Manager, Trinity United Church Ringwood.

Trinity and Wesley Centres. Christchurch Road, Ringwood. BH24 1DH

Tel: 01425461440. Email: contact@trinityringwood.co.uk Website: [www.trinityringwood.co.uk](http://www.trinityringwood.co.uk/)

**Usual office hours**: Monday 08:00 to 15:30, Tuesday 10:00 to 15:00, Wednesday 08:00 to 15:30, Thursday 10:00 to 15:30.

***Please note that these hours are subject to change without notice to accommodate operational needs***.

 If you are visiting the premises please call ahead to ensure someone will be in the office to meet you.