

Name of Organisation and Person Responsible:

Address: _____

_____ Post Code: _____

Tel: _____ Mobile: _____

Email: _____

Email address to receive Invoice: _____

| Accommodation Required | New Hall | Old Hall | Snug |
|---|----------|---|------|
| Date(s) Required | | Times <i>Please include set-up and tidy-up time</i> | |
| Purpose for which the booking is required | | | |
| Equipment Required <i>Tables, Chairs, Lectern, Sound, Visual, Flipchart</i> | | | |
| Hospitality Required | | | |
| Room Set-up Requirements | | | |
| Expected numbers attending your event | | | |
| <p>Policies - If you are working with children or vulnerable adults we expect you to have appropriate policies, disclosures & insurance in place. Please provide us with a copy of your policies</p> | | | |

Terms and Conditions

1. Booking Confirmation:

- The booking will be authorised by and subject to the charges as set by the Leadership of Trinity Life.
- A booking is only confirmed upon receipt of a completed booking form and deposit if required.
- The remaining balance is due one week prior to the event date unless prior agreement with the Trinity Life Leadership Team.

2. Cancellation Policy:

- Cancellations made more than 4 weeks before the event will receive a full refund.
- Cancellations made within 7 days of the event will forfeit the deposit.

3. Usage Rules:

- The premises must be left in a clean and tidy condition.
- All rubbish must be removed from the premises by the hirer.
- Any damage to the property or equipment must be reported and will be charged to the hirer.

4. Insurance:

- The Trinity Life is not liable for any injury or loss of property. Hirers are advised to obtain their own insurance.

5. Alcohol and Smoking:

- No alcohol is permitted on the premises without prior approval.
- Smoking and Vaping is strictly prohibited inside the church hall.

6. Noise:

- Noise levels must be kept to a reasonable level to avoid disturbing local residents.

7. Health and Safety:

- Hirers must familiarise themselves with the location of emergency exits and first aid kits.
- The maximum capacity of the hall must not be exceeded.

8. Security:

- The hirer is responsible for the security of the building during the hire period.
- Keys must be returned immediately after the event.

9. Compliance:

- All activities conducted on the premises must comply with local laws and regulations.

Declaration

I have read and agree to the terms and conditions outlined above.

Signature: _____ **Date:** _____

*Please return the completed form to Karen Halkett
admin@tlacuk.org or contact us at 07303 059503 for any queries*