

Holy Trinity, Aldershot

Victoria Road (parking off Windsor Way), Aldershot, GU11 1SJ
www.htca.org.uk

'Church for Everyone'

Terms and conditions for using the church building

For all groups, individuals and organisations that are not part of Holy Trinity Church that wish to use the church building (including the Crossover lounge) the approval of the Parochial Church Council ('PCC') is needed (this Council meets six times per year). The PCC reserves the right to refuse any request without giving a reason, though such refusal could include cases where the uses to which the church buildings were to be put were felt to be incompatible with the teachings of the Christian Church.

The usual donation towards the use of the whole church building (church and Crossover) will be £150 per part of the day (morning, afternoon or evening) between May and September and £200 between October and April and, for Crossover use only, £15 per hour May to September and £20 per hour from October to April. If you are representing a charity or church, we may be able to offer a discount at the discretion of the PCC.

Payment must be received a week before use and cheques made out to 'PCC of Holy Trinity, Aldershot'.

A key will be provided by the vicar, a staff member, site manager or warden and must be returned immediately after the event or posted back through the door of the church in an envelope marked for the person concerned, but not stating that keys are enclosed.

If you are moving any furniture, you must place everything back as it was when you found it, *so please look very carefully at where everything is before you move it!*

If amplification equipment is needed, there may be a further charge and this will need to be prearranged with the church technical team, ten days notice needs to be given to them. If any of them are required to be at the event, a reasonable payment should be offered to them.

If any of the musical equipment is needed, there may be a further charge and this will need to be prearranged with the church worship team, ten days notice needs to be given to them. If any of them are required to be at the event, a reasonable payment should be offered to them. If any of the equipment is used or moved, it must be replaced where it was found with all the leads and connectors precisely as they were.

You are welcome to use the kitchenette to make tea and serve other refreshments and to use our cups, mugs, cutlery, glasses etc, but all these must be washed up afterwards, dried and replaced in the cupboards they were taken from. Please bring your own tea, coffee, milk, sugar etc.

If any food or drink is spilled onto the carpets, please ensure that it is cleaned thoroughly and immediately.

At the end of the event, please Hoover/vacuum all the carpeted areas that have been used and mop the kitchenette and toilet areas using the equipment just outside the toilets. Please make sure that all heaters and lights are turned off before you leave and that the doors are all locked. Please report any breakages, spillages or faults. Please take away all your rubbish as our bins are too few.

We reserve the right to ask for a deposit for any requests to use the building (especially first time and one-off requests) the whole or part of which will not be returned if any of the above conditions of use are not met.

Our church insurance covers public liability. As part of that insurance, you are required to ensure that any and all children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. If children are being supervised apart from their parents, all supervisors must have current enhanced CRB certificates. We may ask to see the certificates.

There are many items of value in the building and all reasonable effort must be expended to make sure that none of this is stolen during your time of use. In the event of any theft, if we are able to claim on our insurance, you will need to pay the excess (in 2011, £50 for every claim). If we are unable to claim, you will be required to pay the full amount to replace the item(s).

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Organisation:

Date and times of requested use:

This for church and Crossover:

Just Crossover:

I agree to these terms for use.

Signature:

Print name:

*Please return to Rev George Newton. 2 Cranmore Lane, Aldershot, GU11 3AS. 01252 320618.
vicar@htca.org.uk and contact him to check availability of dates before making an application.*