

## **Terms and conditions under which our halls will be rented.**

**For all groups seeking to rent the Church Halls (Effective 1<sup>st</sup> March 2017)**

**Our** property comprises two halls, one large and one small; access to the kitchen, toilet and shower facilities is available through the large hall.

All hall users should understand that the premises are used by a variety of community, youth and artistic groups; commercial lettings will not be considered. They are rented out at discounted rates compared to commercial lettings. Some of the services that would normally be available in commercially let property are not available in Trinity, primarily because we do not have the manpower or resources.

By services we mean, removal of litter and rubbish, daily cleaning, maintenance etc. It is part of the terms and conditions that the groups who rent the hall take care of these matters themselves and leave the hall as they found it.

We have substantial ongoing expenditure in clearing, painting and decorating our halls and have chosen colours, varnish and schemes to provide a better environment for all hall users.

These facilities will continue to be available to groups, provided they involve themselves in the understanding outlined above and appreciate that we are a small congregation whose officers are not employees of the Church, but who give of their time voluntarily.

**In** addition to the above understanding, the terms and conditions under which our halls are rented are as follows.

Preferred payment method for rentals is by credit transfer confirmed by email to our treasurer, [donal61odonovan@gmail.com](mailto:donal61odonovan@gmail.com). All rentals are payable in advance.

Where children (under 18) and vulnerable adults are involved in your activities we must be satisfied that your [Child Protection policies](#) are in line with those of the Presbyterian Church in Ireland. Please follow the link provided.

Each group is responsible for the cleaning and removal of its own litter.

Smoking is strictly forbidden (incl. Toilets). If people attending your activity smoke outside, you are responsible for removing any litter caused.

The policy of the Presbyterian Church in Ireland also forbids the consumption of alcohol and any fund raising which involves gambling. People under the influence of alcohol and/or other drugs should not be on the premises

Ensure all lights and heaters are switched off.

Remove your belongings.

Rents are €60 for the large hall or €40 for the small hall per individual session not greater than 3 hours. The rent for both halls is set at €80.

Each group is to provide its own insurance and have same available for inspection upon request.

**As and from the 1st March 2017, booking deposits will be required for ongoing or long term rentals equal to one month's rent and one month's advance rental. This is refundable when rental period has concluded and rent is paid.**

**Our main source of income is by means of car parking on our grounds and we consequently severely restrict parking by any and all groups who use our halls.**

**Access to our grounds is by the gate on Little William Street and by means of remote access using a mobile phone; all access requests to the gate are logged and recorded.**

**We ask all users of the halls to remember that these are church premises. We commend the values expressed in Paul's letter to the Philippians: 'whatever is true, noble, right, pure, lovely, admirable, -- if anything is excellent or praiseworthy, -- think about such things' (4:8). The Elders ask all users to be conscious of the above when using our halls.**

**We reserve the right immediately to terminate your hire for failure to comply, without appeal.**

**Someone from the Congregation, normally from the Committee, will be appointed to liaise with you as to ongoing issues. They will be your first point of contact and they will report to the Committee.**

**Please use common sense.**

**Please click on the link below which will download a pdf document in which contains these terms and conditions and an application form, which we ask you to sign and use as your application. You may delete the items not relevant to you and add any specific requirements.**

**Please submit the signed and completed downloaded application; along with support documentation, if relevant; by post to The Church Secretary, Trinity Presbyterian Church, Little William Street, off York Street, Cork, T23 XR63 or by email to [tpchurchcork@gmail.com](mailto:tpchurchcork@gmail.com).**

**Application to the Congregational Committee to rent the Hall/s at**

**Trinity Presbyterian Church, Cork.**

Applicant/Group:

Contact name:

Email:

Phone

Hall required:     Small                       Large                       Both

We are catering for children under 18 or vulnerable adults:                      Yes    No

We have read and comply with the child protection policies of the Presbyterian Church in Ireland

Our nominated child protection officer is:

Confirm Garda vetting is in place:    Yes    No

A copy of our public liability insurance is attached:                      Yes    No

Day or Days required:

Times:

Group Activity:

Special Requirements:

Signed:

Date:

Print name:

**Please strikethrough those items that do not apply.**