



Holy Trinity Church
Cambridge



2024

Henry Martyn Hall

Hire Terms & Conditions

Hiring Parameters

The Henry Martyn Hall is owned by the Henry Martyn Trust and leased to Holy Trinity Church. As such, the hall can only be used for evangelical Christian and Mission related activities which have the purpose of advancing the Christian faith, education in Christian faith and promoting Christian mission.

Examples of acceptable use:

- Prayer
- Worship
- Training & teaching related to mission
- Outreach activities

The hall can only be hired out by Christian groups or organisations, and is not available for private hire. Exceptions are made for celebrations with family and friends directly related to baptisms, weddings and funerals.



01 // Cost of Hire

The main hall & kitchen (The Hall) are available for hire by external groups and organisations for limited purposes, as stipulated in the hire parameters. A nominal fee is payable to Holy Trinity PCC to cover the costs of making the hall available for hire of £10 per hour.

02 // Booking

Bookings will only be accepted following receipt of a signed hiring application form. The person signing the application form shall, for the purposes of these Terms and Conditions, be deemed the Hirer. No transfer of bookings or sub-bookings will be allowed. The Hall may, at the Hall Management Team's discretion, be booked for a single event no more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. Booking can only be confirmed three months in advance of any dates reserved. Sunday bookings will not be considered.

03 // Required Documentation

Holy Trinity PCC's insurers require that all groups using the premises provide a hard copy of their group's:

- Health and Safety Policy
- Safeguarding policy (where appropriate)
- Valid Public Liability Insurance policy certificate
- If hiring the kitchen, they must provide a copy of a valid Food Hygiene Certificate for the person responsible for the kitchen and supervision of all personnel involved throughout the period of hire

04 // Security & Keys

Hiring The Hall requires a visit to HT during office hours (Monday - Thursday), within 2 weeks of the booking to be trained in security, fire safety of The Hall, and to collect a key. A named key holder must be on the premises at all times throughout the hire period. If the period of hire is within standard HT working hours, the HT office is able, by arrangement, to lock and unlock the HMH for users. During the period of hire, access to the The Hall should be using the spiral staircase to the right of the gated entrance. A video intercom is available to provide remote access from inside the building. Access into the building and security are the responsibility of the hirer for the duration of the hire period. Keys must be collected and returned by arrangement via the church office, normally during office hours. The Hirer is responsible for ensuring keys are returned as agreed.

05 // Payment of Charges

HT charge a small fee of £10 (reviewed annually) to cover the running costs of The Hall during the hire period. The hire period is to include all setup and pack down time required before and after events. The Hirer shall be liable for any additional expense incurred if the event or function overruns the pre-arranged period of hire.

Single events

On acceptance of a signed hiring application an invoice will be issued which should be paid in full at least 14 days before the date of the function or event.

Period bookings

In the case of block bookings, the full amount for a minimum of four weeks must be paid 14 days in advance of the first booking.

06 // Cancellations

The Hall Management Team reserves the right to refuse any bookings without explanation and to cancel any booking upon reasonable grounds, especially if the organisation or activity is not in general conformity with the beliefs or practises of the Church of England. In the event that the Hall Management Team cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The Hall Management Team shall not be liable for any loss sustained by the Hirer as a result of any such cancellation. Cancellations by the Hirer should be notified to the Hall Management Team in writing. If the Hirer cancels a booking within one month of the hire date, the full fee must be paid.

07 // Accommodation and Parking Limits

The number of persons admitted to the hall should not exceed 85.

There is no parking available at the venue. Vehicle drop off/pick up is restricted to before 10am and after 4pm.

08 // Catering

The kitchen facilities are available for use, subject to the stipulations set out in section 03. No persons under the age of eighteen are allowed in the kitchen area. The Hirer is responsible for bringing their own food and drink supplies and for ensuring the kitchen is left clean and tidy after use. An additional cleaning charge will be made if the kitchen is not left in an acceptable state.

09 // Alcohol and Lottery

No alcohol or intoxicating substances are permitted on the premises without the prior written consent of the Hall Management Team. No sweepstake, gambling, raffle, or other form of lottery shall be promoted, conducted, or held on the premises.

10 // Children's Entertainment

Children's Entertainment is any activity specifically organised for persons under the age of eighteen. A children's entertainment activity may only be held with the written consent of the Hall Management Team and a copy of The Hirer's Safeguarding policy covering under 18's will need to be provided.

The following are the minimum adult to child ratios the NSPCC would recommend for voluntary organisations:

- Ages 0 - 2 years: 1 adult to 3 children
- Ages 2 - 3 years: 1 adult to 4 children
- Ages 4 - 8 years: 1 adult to 6 children
- Ages 9 - 12 years: 1 adult to 8 children
- Ages 13 - 18 years: 1 adult to 10 children

In certain situations it will be necessary to have a higher number of adults than these recommendations suggest. For instance, if the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher. If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible. It may not always be possible to adhere to these recommended ratios, however, every effort should be made to achieve the best level of supervision of children at all times.

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

11 // Equipment and Facilities

The AV equipment is available for use subject to prior training having been arranged by the Hirer and given by a member of the Hall Management Team.

No additions or alterations to the AV equipment, kitchen equipment, lighting or any other equipment may be made. All external electronic equipment brought in by the hirer must have passed a Portable Appliance Test (PAT Test) within the last year.

The Hirer will be given access to the Guest WiFi for the running of their event under the strict condition that it is not used in any regard for activities deemed inappropriate, abusive or otherwise illegal.

Hiring the Hall allows the group access to the toilet found on the ground floor, as well as an adequate sum of tables and chairs as required for the hiring period. It is not the responsibility of the Hall Management Team to set up tables and chairs for the Hall or to clear them away after any booking. The Hall must be left in a clean, tidy state, or a cleaning cost will be charged. The Hall Management Team can arrange for The Hall to be cleaned after an event for an additional fee of £50.

It is advised Hall is not an accessible space. Holy Trinity PCC will take no responsibility for unsafe practises by the Hirer due to lack of access.

12 // Storage and Decorations

The Hirer must insure all group possessions are removed at the end of hire. The Hirer and contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear all articles belonging to them by the end of the hire period.

The Hall Management Team reserve the right to remove and dispose of any items left without permission. No decorations, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures, or fittings without the written consent of the Hall Management Team.

13 // Damages

It is very important for the smooth running of The Hall that all damages are reported immediately via email to the Facilities Manager on facilities@htcambridge.org.uk. The Hirer shall be liable on demand for any damage to the premises, fixtures, fittings, furniture and any equipment or articles provided within the building caused by the Hirer's use of the premises. The cost of restoring the premises, fixtures, fittings, furniture and any equipment or articles provided within the building to their original condition shall be assessed by the Facilities Manager whose decision is final.

14 // Personal Injury

Holy Trinity PCC and its agents will not be held responsible for any damage or loss of goods, property, or equipment or for personal injury (except in the case of negligence by Holy Trinity PCC) on the HMH's premises or land, howsoever caused. The Hirer shall indemnify Holy Trinity PCC or its agents against any claims which may be made in respect thereof. Any accident must be reported to the Facilities Manager as soon as possible after its occurrence. You will be given an emergency contact number when your hire has been accepted by the Hall Management Team to be used only in an emergency to which the Facilities Manager needs to respond immediately.

15 // Fire Safety

No smoking is allowed in any part of the Hall or its external areas. Candles/naked flames are not allowed within the premises. The Hirer shall ensure that there is no interference with fire extinguishers or any other fire fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage, and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer should be treated and maintained in a fire retardant condition in accordance with current regulations. The named key holder must be on the premises at all times during the booking.

16 // Insurance

The Hirer is required to provide evidence of appropriate Public Liability Insurance. Upon the occurrence of an event where the Hirer would need to claim on their own insurance, the Hall Management Team will take no responsibility for any lack of cover by the Hirer's insurers. The Hirer shall not do, or permit to be done, anything which in the opinion of the Hall Management Team is not covered by its policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the Hall Management Team. Fees may be increased and additional conditions imposed if required by the HMH's insurers in respect of additional risks.

17 // Advertising & Fly Posting

No advertising material shall be exhibited within the curtilage of the premises, without first being submitted to and approved by the Hall Management Team. Fly posting is illegal. Anyone found distributing advertising posters and leaflets illegally will have their booking terminated immediately and all fees paid shall be retained.

18 // Disorderly Conduct

The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger people, equipment, fixtures, or fittings provided within the Hall during the course of the hiring. The Hall Management Team may order the immediate total or partial clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the Hall Management Team may incur by engaging Police Officers to preserve law and order.

19 // Licensing and Copyright

The Hirer shall strictly observe and comply with all conditions of music, singing, dancing and/or stage play licences issued by the Local Licensing Authority in respect of the premises.

The Hirer shall not use the premises for the performance in public of any dramatic work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify Holy Trinity PCC against infringement of copyright incurring during the period of hire.

20 // Broadcasting & Photography

The Hirer shall not grant sound or television broadcasting or filming rights. No recording devices nor cameras or other photographic equipment may be brought on to the premises for commercial purposes.

21 // Animals

With the exception of guide dogs, no animals shall be allowed to enter the premises without the prior written consent of the Hall Management Team.

22 // Compliance

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Hall Management Team and their Authorised Officers, the Hirer and any persons attending the functions may be excluded from the premises. The Hirer will remain liable in respect of the hire charges as herein contained. The Hall Management Team reserves the right to amend or vary these conditions or impose additional conditions as they see fit. Upon the event of a change of conditions, it is the responsibility of the Hall Management Team to take any reasonable effort to inform the Hirer of any changes made as soon as possible. The Hirer retains the right to cancel their booking up to three days after being informed of any changes, so long as it is over 72 hours before the start of their hiring period, with a partial or full refund at the Hall Management Team's discretion.



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