

TRINITY ARTS CENTRE VENUE HIRE

TRINITY ARTS CENTRE



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Introduction

Choose Trinity Arts Centre for your next event and give your delegates the wow factor!

Trinity Arts Centre is a fully functioning professional picture house and theatre, set within a converted Grade II listed Gothic church, with original features still to be seen both inside and outside the venue.

From informal meetings, training sessions and private functions, to exhibitions, conferences and performances, our first class customer service and expertise in event management will ensure your event is a success.

The venue features a large fully equipped theatre with cinema projection capabilities and tired seating, a fully licensed and well stocked bar, a flat floor studio and a meeting room. Free WiFi is available throughout the venue as well as free onsite parking.

Contact:

Trinity Arts Centre
Trinity Street
Gainsborough
DN21 2AL

Tel: 01427 676676
Email: tac@west-lindsey.gov.uk
Web: www.trinityarts.co.uk

Services

Catering Essentials Packages

A self-serve tea and coffee provision can be made available for the period of your hire.

Event Ticketing

We have a multi-functioning box office system and can facilitate both online, telephone and in-person ticket sales for your event.

Theatre

The Theatre is ideal for large scale conferences, lectures and public performances. The auditorium seats 200 with great views from every seat towards the large proscenium arch stage.

The space is equipped with specialist theatre equipment including professional lighting and sound equipment along with digital cinema projection capabilities. Full technical support is available for your event.

This space also comes complete with access to dedicated dressing rooms and backstage spaces which can accommodate up to 80 performers.

Disabled access is to the front of the auditorium with removable seating for wheelchair seating. There is also access to the stage via the disabled lift. An induction loop is fitted for hearing aid use.

Capacity	
Theatre	200
Standing	N/A
Cabaret	N/A
Boardroom	N/A



The Vestry

The Vestry is located on the ground floor with easy access from both the main entrance and the car park. Gothic style windows and high ceilings dominate the space and with a dedicated kitchen.

The Vestry provides an intimate yet spacious self-contained option for any event. The room contains built-in AV display equipment, a Blue-ray player and a Bluetooth sound system, ideal for business presentations, workshops, studio cinema and parties.

With seating for up to 40 theatre style and ideal acoustics, this space is perfect for intimate acoustic performances.

Capacity	
Theatre	40
Standing	55
Cabaret	32
Boardroom	20



Thomas Johnson Room

The Thomas Johnson Room is located on the ground floor and is a dedicated gallery space which doubles up as a spacious and bright meeting room.

The room has bright LED lighting with neutral light grey walls providing a neutral canvas to display all kinds of visual artwork.

Capacity	
Theatre	10
Standing	15
Cabaret	8
Boardroom	10



Front Studio

The Front Studio is located front of house on the first floor and is accessed by stairs only. High Gothic windows fill this space with natural light revealing much of the original church structure including its panelled ceiling and exposed beams.

This unique space comes complete with a built in PA system and a removable dance floor making it ideal for workshops, rehearsals, meetings, parties and intimate acoustic performances.

Capacity	
Theatre	40
Standing	55
Cabaret	32
Boardroom	20



Back Studio

The Back Studio is located backstage and is accessed via stairs only. This large room is pleasantly flooded with natural light and is adorned with gothic architectural features and high ceilings.

This space has a lino floor perfect for dance or messy workshops and has a sink conveniently located in the room.

Capacity	
Theatre	N/A
Standing	80
Cabaret	40
Boardroom	N/A



Bar & Lounge

Our Bar & Lounge offers a stylish, boutique and intimate space ideal for any social occasion. Allow yourself to soak up the theatricality of the building's original gothic architecture whilst also catching a glimpse at famous artists who have graced the Trinity Stage both past and present.

We are passionate about supporting local businesses and you can enjoy a range of locally made products including Lincolnshire brewed ales, locally distilled premium gins, award-winning Lincoln made tea & coffee and Lincolnshire made snacks to tickle the taste buds.

Capacity	
Theatre	40
Standing	55
Cabaret	32
Boardroom	20



Terms and Conditions

OVERVIEW

"These terms and conditions will form part of a legally binding document and you should read it carefully before confirming a hire or event at Trinity Arts Centre, Gainsborough. If we confirm your event/hire you will be bound by these terms and conditions. Please make sure that all booking confirmations contain everything you want and nothing you are prepared to agree to. If you have any questions about the contents of the terms and conditions, our list of costs and inclusion of hire or any other query, please contact a member of the Trinity Arts Centre team. The terms and conditions contract the accordance of right between two parties entering into a hire contract – the facilitator (Trinity Arts Centre) and the hirer/hired third party (persons who wish to hire venue spaces at Trinity).

1. APPLICATIONS

1.1. Those who are interested in hiring any part of Trinity Arts Centre should contact the Administrator and specify the dates they wish to have the space. For those who wish to bring an event as part of the venue's artistic programme should contact the Centre Manager. Once dates are confirmed as available by Trinity Arts Centre, the hiring party should then complete the Trinity booking form. All booking forms are available on the Trinity Arts Centre website and will be emailed to the hirer once a date has been chosen. Booking forms must be completed at your earliest convenience. Provisional dates will be held for no more than seven days.

1.2. Once you have returned a booking form along with any agreed deposit, your date will then be confirmed. Official confirmation will be sent out in writing from the Trinity Arts Centre team.

1.3. It is the hirers' responsibility to check the confirmation, as mistakes may not be rectified once the event has been confirmed.

1.4. Your booking form must describe the precise nature of your event or use of any space within Trinity Arts Centre. Applications will only be accepted in the format of the official Trinity booking form.

1.5. You can apply to hire the venue or a singular space up to 12 months in advance of the event date. Last minute bookings are welcome for all spaces at the Trinity Arts Centre and you can also arrange with the Trinity team to hire a space on a more frequent recurring basis.

1.6. Applications will not be considered from anyone under the age of 18.

1.7. We reserve the right to refuse any application to hire the venue as a whole or a space within the venue without giving reason, or to accept any application subject to any additional terms and conditions we consider necessary.

2. DEPOSITS, PAYMENTS AND CANCELLATION POLICY

2.1. If stated in your hire agreement, a non-refundable and non-transferable deposit of 25% of the overall cost of hire is payable prior to confirmation with the venue.

2.2. The hiring party will receive confirmation and security of a booking upon cleared deposit as agreed with the facilitator.

2.3. Payment of the remaining venue hire balance is due one month prior to the event commencement.

2.4. You will also pay, one month in advance of your event commencement date, for all food and beverage, sundries, technical equipment and other services requested by you, your employees, guests, delegates, customers, clients or invitees during the event that are separate costs to your venue hire.

2.5. If you cancel your booking with us in its entirety we will levy the following cancellation charges:

2.5.1. Non-Theatre Events (Workshops/Meetings/Conferences)

2.5.1.1. Cancellation 3 – 2 months prior to the event: 25% of the total hire cost (including any additional costs)

2.5.1.2. Cancellation 2 – 1 month(s) prior to the event: 50% of the total hire cost (including any additional costs)

2.5.1.3. Cancellation 4 – 1 week(s) prior to the event: 75% of the total hire cost (including any additional costs)

2.5.1.4. Cancellation 1 week to 24hrs prior to the event: 100% of the total hire cost (including any additional costs)

2.5.2. Theatre Events (Performances programmed as part of the artistic programme)

2.5.2.1. Cancellation 7 – 6 months prior to the event: 25% of the total hire cost (including any additional costs)

- 2.5.2.2. Cancellation 6 – 5 months prior to the event: 50% of the total hire cost (including any additional costs)
- 2.5.2.3. Cancellation 5 – 4 months prior to the event: 75% of the total hire cost (including any additional costs)
- 2.5.2.4. Cancellation 4 months or fewer prior to the event: 100% of the total hire cost (including any additional costs)

- 2.6. If your booking has been quoted per head, the total number of guests will be billed to the hirer regardless if all guests do not attend the hirer's event. Any additional requests on the day will be invoiced for.
- 2.7. Guest cancellation will be billed cost per guest in line with the percentages laid out in the cancellation condition above.
- 2.8. All prices are clear to the hirer and no charges are hidden within any price.
- 2.9. All hire charges are subject to VAT. The venue reserves the right the charge the hirer additional sums should the VAT rate increase.
- 2.10. Where a box office deal has been made for an event and a percentage of the events box office takings has been agreed to Trinity Arts Centre, we will deduct the hire charges from your settlement agreement. If the box office takings are insufficient to cover the hire cost then an invoice shall be raised for you. You shall pay the outstanding amount to Trinity Arts Centre within the terms set out on the issued invoice.
- 2.11. Trinity Arts Centre reserve the right to bill any company additional charges which may be required for any damages to the facilities as a result from miss conduct while being used by the company.

3. TICKETING SALES FOR EVENTS

- 3.1. We reserve the right to deduct any charges at contra for the settlement of any programmed event / hire / general event at Trinity Arts centre or other sums due to us from you against any outstanding payment in respect of the box office take.
- 3.2. Trinity Arts Centre provides a box office and ticketing service as part of a ticketed event at the venue whether it be hire or programmed event. All ticketed events must use the Trinity Arts Centre ticketing service.
- 3.3. Box Office opening times are at the sole discretion of Trinity Arts Centre.
- 3.4. Payment of your Box Office takings will be sent to you with your final figures after the end of your event. You can request to track updates of your sales by contacting the venue Box Office manager. All settlement payments to you will be made within one calendar month after your event end.
- 3.5. The venue reserve the right to add any transaction charge, restoration levy, levy or booking fee to any ticketed event.

4. INTELLECTUAL PROPERTY

- 4.1. You must not permit the event to be recorded, televised or broadcast or permit photographs or videos to be taken without consent from the Trinity Arts Centre Management team.
- 4.2. You must ensure that no work in which copyright exists:
 - 4.2.1. Is performed unless written permission has been obtained from all copyright owners; or
 - 4.2.2. Is broadcast, unless specific consent to broadcasting has been granted.
- 4.3. You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the event including PRS.
- 4.4. Performing Rights Society license:
 - 4.4.1. The venue holds a PRS license as an entertainment premises.
 - 4.4.2. The company must pay the PRS all applicable taxes, royalties or charges;
 - 4.4.3. Give details of all works performed to the venue to charge PRS at settlement, music events need a PRS form complete;
 - 4.4.4. Comply with the terms of our license in all other means.
- 4.5. Copyright work not covered by our PRS licence must not be performed without the consent of the owner of the copyright and you are responsible for obtaining such consent.

5. PERMITTED USE

5.1. The hiring party must not use the booked space for anything other than what it was hired for. The venue team reserve the right to enter any room to inspect its activity.

5.2. Any room within the venue must not be used for the sales of goods by auction without permission from the management team at booking phase, nor must you hold any lottery other than a lottery which is lawful by the virtue of the Lotteries Amusement Act 1976 and any other applicable legislation. The space must not be used for any such gaming or gambling.

5.3. For venue events where a raffle is to take place, permission must be obtained from venue management.

6. LICENCING

6.1. You must comply with the terms of the premises licence held by West Lindsey District Council.

6.2. Trinity Arts Centre reserves the right to be the sole supplier or provider of supply of food and beverages.

6.3. The Trinity Arts Centre food and beverage team will challenge 21 and hold the right to refuse service to anyone under the legal age.

7. EQUIPMENT

7.1. As part of the hire contract we can provide you with equipment (subject to availability) as set out within the booking as part of your overall cost. Any additional items to be added will be charged to the company for their use.

7.2. You must not obstruct any hall, gangway, aisle, corridor, stair, landing, entrances or exits with any furniture or equipment. Failure to follow this procedure will cause delays to any start time while work is carried out to clear obstructive items.

7.3. Under no circumstances should the hirer put screws, hooks, nails, tape or sticky tack or any other such adhesive onto any wall, floor, ceiling or furniture item at the Trinity Arts Centre site. Any damages please see clause 8.1.7.4. You must not bring any electrical items onto the Trinity site that may be deemed condemned, dangerous or untested.

7.5. Additional heaters / coolers such as gas, oil or electrical must NOT be used on the Trinity site without consent from a resident manager.

7.6. No open fires, creosotes, petrol or spirit stoves or any sort machinery can be brought onto the Trinity site.

7.7. Any show special effects such as smoke, haze, pyrotechnics, UV lighting, strobe lighting, confetti, snow machine, water machine, fire arms or smoking; must be reported to the technical team prior to any performance fit up. All effects should be reported to the show Duty Manager on the day of the performance during the briefing session.

8. PROPERTY

8.1. The company must repay Trinity Arts Centre the cost on reinstating all or any part of the venue or its property or assets which is damaged, destroyed, stolen or removed during the hire dates or any time the company is on the premises.

9. MARKETING/ PROMOTION / PUBLICITY

9.1. All companies who are marketing an event that is hosted or associated with Trinity Arts Centre are required to use the official Trinity Arts Centre logo as part of their graphics.

9.2. Programmed events will be marketed by Trinity Arts Centre. Marketing costs will be recharged to the company at whatever rate is set out in the hire contract.

9.3. Please be considerate when promoting your own print around external services. All print displaying must be done with the owner's permission. The posting of print on unauthorised sites constitutes an offence under the Town and County Planning (Control of Advertising) Regulations 1969. The venue operator may take proceedings if such an offence is committed and we reserve the right to cancel your booking should you commit such an offence.

10. STAFFING

10.1. As part of the contract we will provide one technician for your stage event for a period of 7.5 hours. Any additional staff or staff time required that is not part of your agreed contract will be recharged to you, the company.

11. REQUIREMENTS AND RESTRICTIONS

11.1. ACCESS | All company members or third parties are required to enter and exit Trinity Arts Centre through the main entrance. Upon entry and exit, persons must sign in and out of the venue. No access will be granted between the stage and auditorium via the house tabs once the auditorium is open to the public; Trinity Arts Centre has a pass door at the rear of the stage for the company to use to navigate between front and back of house.

11.2. STAGE AND DRESSING ROOMS | No person other than persons taking part in a performance shall be permitted to any back of house areas. Should this be a requirement of your event, permission will only be granted in accordance between the Duty Manager, Company Manager and Technician.

11.3. CONDUCT | You must ensure that undesirable persons are not permitted to enter or make use of the venue; you are responsible for good order and conduct during the hire period.

11.4. You agree to begin and end the event at the times agreed with us. Should you overrun, the 'end time' of the event with or without our agreement, you will be charged any expenses incurred as a result of the overrun.

11.5. VACATING | You must ensure that the venue is vacated by all persons at the end of the period of use. Any additional time will be recharged to the company. All equipment must be removed from the venue before the end of the hire agreement.

11.6. RIGHT OF ENTRY | The Trinity Arts centre team reserve the right to enter any part of the building that is hired to a third party at any given time.

12. LIMITATION OF LIABILITY | FORCE MAJEURE

12.1. Neither party excludes or limits liability to the other party for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation nor where liability cannot be excluded or limited as a matter of law.

12.2. You agree to indemnify the Trinity Arts Centre, West Lindsey District Council from any claim that arises as a result of your negligent activity whilst hiring our spaces.

12.3. It is your responsibility to ensure that the venue is suitable for the event. If you wish to check the suitability of the venue prior to applying you should contact a member of the Trinity Arts Centre team.

12.4. Please be aware that, in line with the licensing Act 2003, any beverage outlet on the Trinity Arts Centre site is unable to allow any of your guests under the age of 18, to consume any alcohol. We reserve the right to remove any alcohol from guests who are unable to prove that they are over 18, regardless of where they obtained the alcohol in the first instance.

12.5. If the engagement, whether in part or in full, is incapable of being performed for reasons beyond the control of either party, including but not limited to national mourning, war, fire, strikes, lock-outs, acts of God, pandemic, or by order of any licensing or public authority having jurisdiction, then in the event of the venue becoming unavailable for whatever reason the facilitator's liability is limited to the return of any hire fee paid.

13. HEALTH AND SAFETY

13.1. You must familiarise yourself completely with all applicable conditions and rules of management for places of public entertainment, in particular (but without limitations) regarding the use of non-flammable or flame-proofed materials for scenery, curtains, drapes etc.

13.2. You must also comply with the requirements of the Health and Safety at Work Act 1974 (and all future amendments thereto), in particular (but without limitation) the need to provide confirmation that all equipment used for the event complies in all respects with required codes of practise.

13.3. Do not place anything on stairs, landings, gangways, entrances/exits which can be obstructive to building flow or to an emergency exit.

13.4. Do not move any items which have been pre-positioned by a member of the Trinity Arts Centre team.

13.5. Any electrical equipment brought into the venue must be set up by a competent person and the equipment is the responsibility of that person or their authorised representative.

13.6. Accidents and incidents or near misses must always be reported to a resident manager or technician.

13.7. Familiarise yourself with the first aid notice signs around the venue so that you know where to go and who to contact should you require the usage of a first aider.

13.8. Ensure that all machinery guards are in position and correctly adjusted before using any dangerous machinery.

13.9. Protective clothing and equipment must be worn at all times when doing work of a hazardous nature. Trinity Arts Centre do not enforce the use of steel toe capped boots but recommend that those working during a fit up wear them as standard. Any injuries which occur due to negligence from someone refusing to wear them will result in the injured party liable for their own injuries.

13.10. Remove plugs from sockets before cleaning appliances. Report any defects or faults with appliances to a member of the Trinity Arts Centre team immediately.

13.11. Do not attempt to install or service electrical fittings or equipment. This must only be done by a qualified technician.

13.12. Keep combustible items away from any naked flame or heat source.

13.13. If you have to climb to a height you cannot reach and require the use of ladders, ensure that it is properly secured at the top and/or bottom. If this cannot be achieved, get a second person to support and foot the ladder while it is in operation.

13.14. For manual handling, do not carry anything too heavy and always ensure you can see over what you are carrying.

13.15. Familiarise yourself with the building and understand your exit routes should the building need to be evacuated.

14. CAPACITIES AND OCCUPANCY

14.1. It is the duty of the hirer to ensure that invitees are not over the capacity of any room used in the venue. Room capacities can be found within their individual room information guides.

14.2. For non-ticketed events, you will notify us no less than five working days prior to the event of your anticipated number of guests attending, always without prejudice to our rights in respect of cancellation under clause 2.5

14.3. In the event that the number attending the non-ticketed event exceeds the number advised at the time of booking, we shall our reasonable endeavours to provide service to the additional numbers. We shall levy additional charges at the agreed rate per guest, or per room, for such increased numbers.

14.4. In the event that the number attending a non-ticketed event is less than the advised at the time of booking, Trinity Arts Centre reserve the right in respects to our cancellation clause, to move the event from any previously agreed space/room at the time of booking to an alternative space/room which is deemed more suitable for the numbers attending.

14.5. If the event is sold by a third party and the sold tickets exceed the total capacity of a space, the venue holds the right to refuse entry and cancel an event should the need be required. Furthermore, any refunds to customers required due to the negligence of the third party sales will be fully charged to the third party and they will be solely responsible for the financial losses.

14.6. The venue also has the right to charge additional payments if they find the third party to be dishonest with any undeclared ticket sales.

15. GENERAL INFORMATION

15.1. Any notice or other communication given under these terms and conditions shall be in writing.

15.2. Our registered address is: Trinity Arts Centre, Trinity Street, Gainsborough, DN21 2AL.

15.3. No variation of these terms and conditions shall be binding upon you or us unless it is in writing and signed by both parties.

15.4. The venue holds the right to refuse any third party merchandise sales where they see reasonably fit. Merchandise commission will be deducted from the third party at the rate as agreed within the hire/programme contract."

Fees and Charges (2021-2022)

Trinity Arts Centre Venue Charging Matrix			
Description	Hourly	Half Day (4 hrs)	Full Day (8 hrs)
Theatre (Rehearsal)			
Monday to Thursday	£56.50	£185.50	£288.50
Friday to Sunday	£56.50	£222.50	£350.00
Theatre (Performance)			
Monday to Thursday	£67.00	£237.00	£386.50
Friday to Saturday	£67.00	£283.50	£463.50
Studios, Meeting Rooms, Bar and Lounge (Commercial)			
The Vestry	£20.50	£68.00	£119.50
Front Studio	£20.50	£68.00	£119.50
Back Studio	£20.50	£68.00	£119.50
Thomas Johnson Room	£12.50	£55.00	£65.00
Studios, Meeting Rooms, Bar and Lounge (Charity/Educational)			
The Vestry	£13.50		
Front Studio	£13.50		
Back Studio	£13.50		
Thomas Johnson Room	£8.50		
Bar & Lounge (Including Duty Manager)			
Monday to Sunday	-	£119.50	£229.00
Services and Resources			
Technician / Duty Manager / Steward	£16.50	-	-
Box Office (Charity/Educational)		10% Commission	
Box Office (Commercial)		15% Commission	
Piano Tuning		£75	
Catering Essentials Package (1-15 Delegates)		£15.00	
Catering Essentials Package (16 to 25 Delegates)		£20.00	
Catering Essentials Package (26 to 35 Delegates)		£30.00	
Catering Essentials Package (36 to 50 Delegates)		£45.00	

NOTE: All charges are subject to VAT at the current rate.