

## Application Pack

### For External Users of Facilities in Greyabbey and Cloughey

Trinity Presbyterian Church, Greyabbey (the Licensor) welcomes and encourages the use of our facilities, (the premises) by individuals or groups, (the Licensee) that are able to contribute to and/or complement our desire to be ...

*A Welcoming, Christ-centred and Spirit-filled Church,  
Worshipping and Serving God in the Community*

In particular, we encourage the use of our facilities by the local community for recreational or other activities that improve social welfare and bring public benefit. We support the principle of equality of opportunity and to this end we offer low cost room hire and conference facilities for Christian organisations, voluntary groups, community organisations, charities, statutory not-for-profit organisations, business and private groups such as families.

#### **Facilities Available**

Our facilities are located in Greyabbey and Cloughey and are suited to a wide variety of uses such as conferences, seminars, training courses, meetings and concerts. We can also provide a range of catering options, see page 4 for details.

#### **Greyabbey Facilities:**

Room/Hall	Seating/Accommodating
Main Hall	175
Minor Hall (Youth Room)	45 to 55
Upper Room	50 to 60
Quiet Room	15 to 20 with soft furnishings
Solid Ground Café	25 to 30 with coffee bar

- ✓ Audio/visual facilities available in all rooms with LCD screens that can be used for presentations via a laptop;
- ✓ Surround sound available in all rooms/halls;
- ✓ Wireless internet access in the Solid Ground Café area;
- ✓ Disabled facilities including a lift;
- ✓ Large Welcome areas;
- ✓ Free Car Parking;
- ✓ Stage in Main Hall.

#### **Cloughey Facilities:**

Room/Hall	Seating/Accommodating
Finnegan Hall (Church)	150
Bailie Hall	175
Minor Hall	20 to 25
John Watt Room	10 to 15

- ✓ Disabled facilities;
- ✓ Large Welcome areas;
- ✓ Free Car Parking.

## Application Form

A completed Application Form, (see page 5) is required when making your request. **NB: A COVID-19 Declaration** is also now required to be completed and submitted with your Application Form (see page 6). This Declaration form will be checked to ensure it meets the related Government and Presbyterian Church in Ireland (PCI) requirements under which we are required to operate prior to us issuing you with our Licence Agreement. We also require you to provide the following with your application:

- A copy of your Public Liability Insurance policy (except for Church members holding a private event) that covers the requested period to the value of at least 5 million pounds sterling. *Should this policy change, be cancelled or amended prior to your use of the facilities you must let us know immediately/provide an amended version,*
- A current copy of your Child Protection Policy (where applicable).

We will respond to your application within 10 working days. The completed Application Form will act as a contract so please provide as much information as possible. This will also help to ensure your event runs as smoothly as possible.

We will do our utmost to facilitate your booking request which will be subject to the approval by the Congregation's Leadership and room/hall availability. If approved, we will issue you with a Licence Agreement that will include the various terms and conditions. You will be required to provide us with a signed copy of this Licence Agreement prior to your use of our facilities.

The capacity of the rooms and halls will vary depending on set up. Prior to your use of the facilities in either Greyabbey or Cloughey you are encouraged to visit the premises to familiarise yourself with the room/hall layout, equipment, Health & Safety/Fire Awareness issues and to help with the completion of the required Risk Assessment (part of Licence Agreement).

## Restrictions on Use (*Prohibited Use*)

It is important that the use of our facilities does not compromise the Christian ethos of the Presbyterian Church in Ireland (PCI) and we reserve the right to refuse to licence our facilities if this is likely to be the case. Specifically our facilities may not be used for:

- The sale and/or consumption of alcoholic liquor;
- The sale and/or use of any illegal or mind altering substance;
- The raising of money on the Premises by ballot, raffle, lottery, or any similar activity which involves any form of betting or gambling;
- Any inappropriate secular use on a Sunday;
- The holding of any meeting organised by a Political Party, for party political purposes;
- The conduct of any ceremony of any nature for same-sex couples involved in either a civil partnership or civil same-sex marriage or the holding of any event to celebrate such civil partnership or civil same-sex marriage;
- Any event or activity the purpose of which is advocating or promoting a course of action or belief system which is contrary to the doctrine and testimony of the PCI.

In addition we also request that:

- The use of inflatables, (such as a bouncy castle), team and/or contact sports, bonfires and fireworks are excluded within the halls and the grounds of our facilities. If your event includes team and/or contact sports please notify us in advance and ensure that the insurance cover you have is sufficiently adequate.
- The use of flags and banners to promote your event is put up at the start of your event and taken down at the end.
- That you do not use the kitchen as it is not available for users of the facilities. Tea and coffee is available from the Solid Ground Café in Greyabbey. For food hygiene reasons you must not

provide any hot meals, (including sausage rolls, etc.) or sandwiches and similar. These can only be provided under the guidance of our catering team. Provision of tray bakes and scones is acceptable. (See page 4 for ordering Catering.)

### Amendments or Cancellation of Booking

If for reasons beyond our control we need to make an amendment or cancel your booking due to unforeseen circumstances, (e.g. a funeral), we will endeavour to notify you as early as possible.

In the unfortunate circumstances that you have to cancel, postpone or amend your booking, we ask you to give us at least one week's notice. If less than one week's notice is given the hire charge for the use of the facilities and any food ordered may be incurred.

For regular users of our facilities we reserve the right to cancel your use of our facilities giving one month's notice and/or decline future bookings, if as the licensee you fail to adhere to the terms and conditions outlined in the License Agreement and/or are in arrears of previous payments.

### Fees - Per Hall / Room

#### Greyabbey:

Hall / Room	Seating Capacity	Voluntary & Not for Profit Sector			Business Sector		
		Day	Half Day	Evening	Day	Half Day	Evening
Main Hall	175	£40	£20	£20	£60	£40	£40
Minor Hall (Youth Room)	45-55	£30	£15	£15	£45	£30	£30
Upper Room	50-60	£30	£15	£15	£45	£30	£30
Quiet Room	15-20	£20	£10	£10	£25	£15	£15
Solid Ground Café	25-30	£30	£15	£15	£45	£30	£30

#### Cloughey:

Hall / Room	Seating Capacity	Voluntary & Not for Profit Sector			Business Sector		
		Day	Half Day	Evening	Day	Half Day	Evening
Finnegan Hall (Church)	150	£40	£20	£20	£60	£40	£40
Bailie Hall	175	£40	£20	£20	£60	£40	£40
Minor Hall	20 to 25	£20	£10	£10	£25	£15	£15
John Watt Room	10 to 15	£20	£10	£10	£25	£15	£15

### Trinity Church Member Rate - By donation only

Photocopying will charged at £0.10p per sheet. Compliance with copyright legislation is your responsibility.

## Catering Available

Choose food and refreshments to suit your requirements. Good homemade food made just for you and served with a smile. All parties catered for including conferences, meetings, family celebrations and group outings, (day / evening). We will accommodate dietary requirements; please specify when booking.

### MENU

**COOKED BREAKFAST: £5 per head**

Sausage, Bacon, Egg, Tomato, Soda & Potato Bread, served with Toast, Marmalade, Tea & Coffee

**MORNING / AFTERNOON TEA: £4 per head**

A selection of Scones served with jam & cream, Shortbread Biscuits & a Traybake Selection with Tea & Coffee

### LUNCHES

**Sandwich Lunch: £5 per head**

A selection of homemade Sandwiches and Traybakes served with Tea & Coffee

**Soup & Sandwich Lunch: £6.50 per head**

Choice of homemade Soup served with a selection of Sandwiches, Traybakes, Tea & Coffee

**SUPPER: £7 per head**

A selection of homemade Sandwiches, Cocktail Sausages, Vol-au-vents, Shortbread and Traybakes served with Tea & Coffee

**FORK BUFFET (SELF-SERVICE): £10 per head**

- Choice of 2 dishes with a selection of Side Salads, Wheaten & Crusty breads:
  - Quiche / Lasagna / Pie / Pasta Bake & Salad
  - Chilli / Curry / Sweet and Sour & Rice
- Choice of 2 desserts e.g. Pavlova, Apple Tart, Cheesecake, Chocolate Roulade, Fresh Fruit Salad
- Tea, Coffee & Shortbread

**SALAD: £10 per head**

- Turkey & Ham Salad with a selection of Side Salads & Wheaten Bread
- Choice of 2 desserts eg Pavlova, Apple Tart, Cheesecake, Chocolate Roulade, Fresh Fruit Salad
- Tea, Coffee & Shortbread

**DINNER: 3 course - £13 per head. 4 course - £15 per head**

- Soup & Wheaten Bread / Florida Cocktail / Melon
- Beef / Chicken Roast served with Roast & Creamed Potatoes, 2 seasonal Vegetables & Juice provided on table
- Choice of 2 desserts e.g. Pavlova, Apple Tart, Cheesecake, Chocolate Roulade, Fresh Fruit Salad
- Tea, Coffee & Shortbread

To discuss requirements or to make a catering booking please contact:

**Christine** on 028 427 38541 or 07800 937857

## APPLICATION FORM

**NB: A COVID-19 Declaration is also now required to be completed and submitted with your Application Form (see page 6).**

To be completed by the applicant [Licensee] (please print or type):

Name of Organisation (if applicable):	
Name of applicant:	Position in organisation:
Address:	
Contact Details	Landline: Mobile: Email:
Hall / Room(s) requested: (Please specify Greyabbey or Cloughey)	
Date(s) and Times required:	
Estimated number of attendees:	
Certificate of Public Liability Insurance (Must be current and to the value of £5 million): (Please tick or click in the check box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child Protection Policy available (if applicable to organisation). (Must be current): (Please tick or click in the check box)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not required <input type="checkbox"/>
Nature of Activity (Please state details of the exact use):	
Catering required: (Please tick or click in the check box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of catering (if required):	
Signature:	
Date:	

**Please Note:**

When submitting your request please remember to include a current copy of your Certificate of Public Liability Insurance and if applicable a current copy of your Child Protection Policy.

**Return of Application**

Please submit your completed Application by email to [roombookings@trinitygreyabbey.org](mailto:roombookings@trinitygreyabbey.org).

Please let us know at time of booking if you require help with any aspect or the use of the AV facilities. Should you require any further information or clarification please contact **Karen** on 0754 900 3019

**To be completed by Trinity:**

Application:	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Date applicant notified:	
Amount to be charged:	£
Amount to be refunded:	£

### **COVID-19 DECLARATION**

**PLEASE NOTE:** This must be completed and submitted with your Application Form.

**Leaders of external groups/organisations are also required to record contact details of all attendees for traceability purposes.**

**What arrangements will you have in place to safely manage participants on entering and exiting the church premises as per Government COVID-19 Safety Guidelines?**

**How will you manage your activities and participants during each session to ensure the recommended ‘Social Distancing’ requirements are adhered to as per Government COVID-19 Safety Guidelines?**

**What procedures will you have in place for cleaning the facilities you have used after participants have left as per Government COVID-19 Safety Guidelines?**

**Please confirm that you have / will complete and implement an up-to-date Risk Assessment that includes the current Government COVID-19 Safety Guidelines?**

***Signed:***

***Date:***