



One iconic venue. Hundreds of stories to tell

Seventeen Nineteen – Holy Trinity
Church, Church Street East,
Sunderland SR1 2BB.
tmienie@thecct.org.uk or 07919543016

Terms & Conditions

The following Terms & Conditions are the basis of the contract with the Seventeen Nineteen - The Churches Conservation Trust and you. By signing this agreement, you agree to the content and are bound by the 'Terms and Conditions' listed within this document.

If you wish to confirm your booking for your forthcoming event with us at Seventeen Nineteen, please sign both copies of the Terms and Conditions below and return both copies to us with the requested deposit made payable to 'The Churches Conservation Trust' Society Building, Unit 14 - c/o Vulcan Works, 34-38 Guildhall Road, Northampton, NN1 1EW.

On receipt of this signed agreement, we will counter sign a copy and return this to you as confirmation that your event is booked.

1. Seventeen Nineteen – The CCT Regulations

'The Client(s)' means the person(s) as named on the signature page and with whom the contract is signed accepts responsibility for all equipment loaned/hired to them during the use of Seventeen Nineteen. The Client will be liable for any losses thereof until the equipment has been returned to the possession of Seventeen Nineteen – The CCT in full working order.

Seventeen Nineteen - The CCT does not accept any responsibility whatsoever for loss (including theft) of any property (items for sale, or like) or any damage sustained by or to such persons or property other than claims except where the same is proven to have arisen out of Seventeen Nineteen – The CCT servants or agent's negligence.

The Client is advised to take out insurance in respect of any such losses. In particular, Seventeen Nineteen - The CCT will not be held responsible for any property left unattended in conference/function rooms or cloakrooms, including 3rd party hired in equipment.

All Licensing and Statutory regulations to which Seventeen Nineteen - The CCT is subject, including those relating to fire precautions and entertainment, must be strictly observed by the Client at all times.

Any clerical, typographical or other error or omission in any sales literature, quotation, price list, and acceptance of offer, invoice or other documentation/information issued by Seventeen Nineteen - The CCT shall be subjected to correction without any liability on the part of Seventeen Nineteen - The CCT.

2. Charges & Payment

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Deposit / Payment Schedule:

- i. Seventeen Nineteen - The CCT requests a deposit of 50% of the booking contract upon confirmation of the booking. This deposit is non-transferable & non-refundable. The specified amount must be paid within 7 days to secure the booking.
- ii. The full remaining balance is payable a minimum of 6 weeks prior to the event date.

Seventeen Nineteen - The CCT accepts payment by cheque (payable to The Churches Conservation Trust), by BACS, by debit and credit cards (Visa and Mastercard only). Please note that a 2% charge is incurred if paying by a credit card. All charges quoted are inclusive of VAT.

3. Cancellation Policy

Cancellation by the Client

In the unfortunate circumstances that you have to cancel, postpone or reduce your confirmed booking at any time prior to the event, Seventeen Nineteen - The CCT's cancellation policy is as follows:

- From the time of a confirmed booking up to 6 weeks prior to the event: 50% of all costs and pre-ordered items.
- Between 6 weeks and 3 weeks prior to the event: 75% of all costs and pre-ordered items.
- Less than 3 Weeks prior to the event: 100% of all costs and pre-ordered items or losses

Any cancellation should be advised in writing.

Cancellation by Seventeen Nineteen - The CCT

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Seventeen Nineteen - The CCT may cancel the booking:

- i. If Seventeen Nineteen - The CCT or any part of it is closed due to fire, flood, accident, act of war, industrial dispute, act of God or by order of any public authority or for any reason outside of its control.
- ii. If the client becomes insolvent or enters into liquidation or receivership.
- iii. If the client is more than 30 days in arrears with any payment to Seventeen Nineteen - The CCT.
- iv. If it might prejudice the reputation of Seventeen Nineteen - The CCT.

Due to the historic nature of the venue, where significant damage to the historic materials exists, we will endeavour to advise you prior to your event and reserve the right to cancel the booking at any time if historic damage occurs.

Seventeen Nineteen - The CCT will not be liable for consequential damage of any nature for any reason, as a result of any act or circumstances beyond reasonable control, including but not limited to those elements highlighted in above (i). An alternative date and or venue or refund may be offered, less any costs already incurred for points (i) only. In any such event Seventeen Nineteen - The CCT will have no further liability to the client.

4. Safeguarding

At CCT we believe everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public.

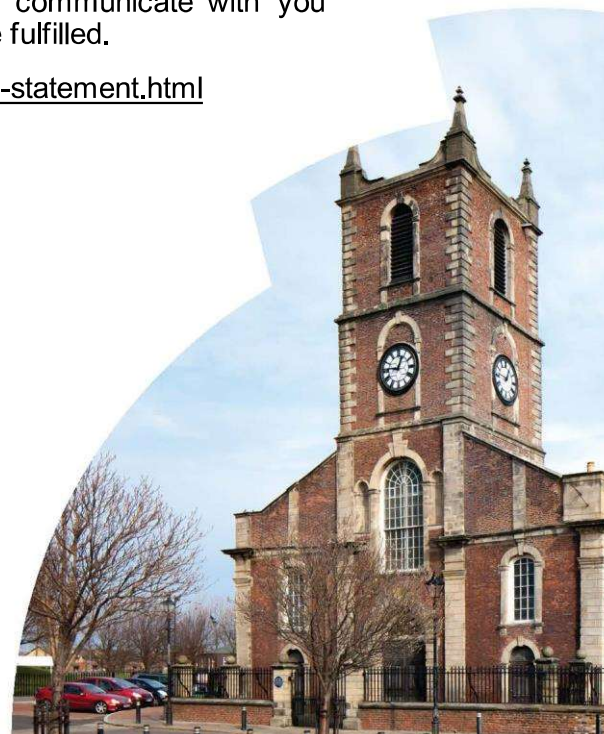
If you have a concern about safeguarding at CCT please contact our Safeguarding Team, by emailing safeguarding@theccct.org.uk

Organisations using CCT churches may have their own safeguarding policies and procedures in place. If, through these procedures, you become aware of or deal with safeguarding information which is in any way connected to CCT, please contact safeguarding@theccct.org.uk. Our Safeguarding Team will communicate with you further to ensure our shared safeguarding responsibilities are fulfilled.

www.visitchurches.org.uk/what-we-do/about-us/safeguarding-statement.html

5. Catering & Event Terms

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The Booking Agreement confirms the booking details for your event including the reserved rooms and estimated timings. If there are any amendments to this agreement, please advise prior to signing. Seventeen Nineteen - The CCT reserves the right to charge additional costs for any changes relating to rooms reserved or an extension of timings (subject to availability).

Two weeks prior to the event The Client must provide Seventeen Nineteen - The CCT with the final event numbers.

Please note that you will be charged for the numbers provided at this time. Numbers can be increased until 72 hours prior to the event but any decrease in numbers will be charged for.

The number of guests is based on the number booked and referenced on your confirmation. This will be the minimum number charged unless otherwise stated. The price quoted per head is based on the minimum numbers advised in respect of the menu chosen at the point of confirmation. The company reserves the right to charge for the minimum numbers stated or upwardly revise the price quoted per head if the said minimum of guests is not achieved.

Functions that are more than 12 calendar months away may be liable to a price increase.

Where such information is not available; Seventeen Nineteen - The CCT shall be under no obligation to meet specific requirements although it will endeavour to do so. If dates or size of bookings alter, revised rates may be applicable. Minimum numbers apply to each booking.

The Client should liaise with Seventeen Nineteen - The CCT's event team to provide further details of the booking in the run up to the event.

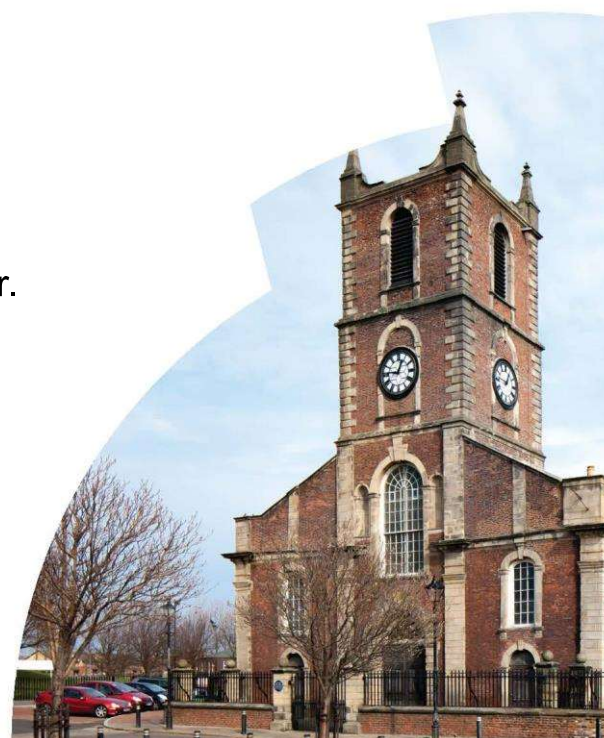
Seventeen Nineteen - The CCT reserves the right, without prior notice to change the Client's assigned function room for one of equal suitability, unless the whole venue has been reserved.

The communications changing any item detailed above must be in writing to Seventeen Nineteen - The CCT.

Food or alcohol may not be brought into Seventeen Nineteen - The CCT for consumption by the client without written permission of Seventeen Nineteen - The CCT.

6. Damage Liability & Anti-Social Behaviour.

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The Client assumes that responsibility for any and all damage caused by them or any of its guests or other persons attending whether in any Entrance/Narthex, Vestry, Nave/Main Space, Apse, Memorial Chapel, Gallery, Library, Church yard/Forecourt, car park and any part of the premises and Seventeen Nineteen property such as lighting, sound and video equipment.

Seventeen Nineteen - The CCT reserves the right to judge acceptable levels of noise/behaviour of the Client and/or guests, and the Client must take all steps necessary to prevent causing a nuisance. In the event of failure to comply with management requests, Seventeen Nineteen - The CCT reserves the right to terminate the contract and stop the event without liability to give any refund or compensation.

Smoking is not permitted anywhere in the building or within 10 meters of the property. The Client accepts responsibility for any damage to the premises or its contents caused by you, your guests or a third-party supplier employed by you. Seventeen Nineteen - The CCT reserve the right to invoice you for any repair, damages or loss. If there is any uncertainty with regards to the above guidelines, please do not hesitate to ask The Event Team.

Seventeen Nineteen - The CCT requests that neither you, nor any guests attending your event, remove any items from its premises or damage any items. In the event that items are removed or damaged, such as (but not limited to); decorations, candles, glass water bottles, candelabras, equipment, lighting then you as the Client will be liable for full repair or replacements costs. Seventeen Nineteen - The CCT will invoice these accordingly.

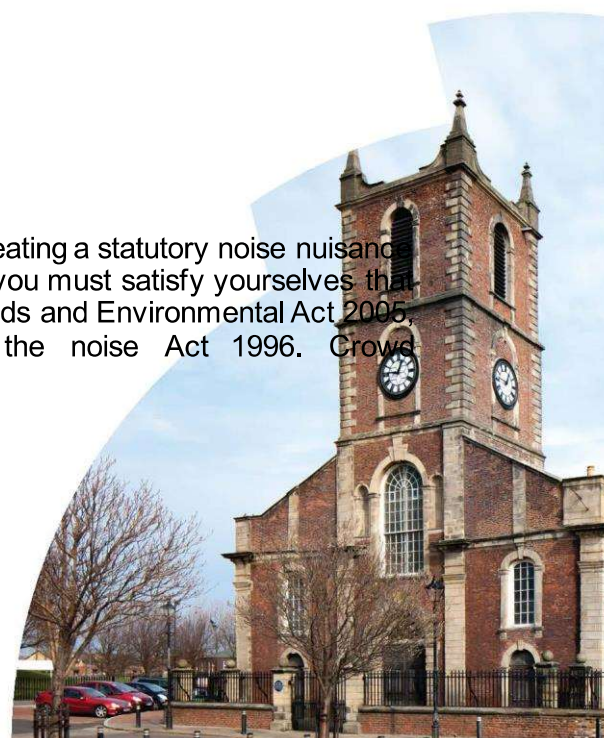
Affixing signs, displays and posters to walls may not take place without confirmation and written agreement from the event team. Signs/displays/posters must be free standing and not damage the building in any way (See Heritage Guidelines). Permission to affix signs/displays/posters/constructions to walls in such circumstances must be obtained in writing from the Events manager at least 14 days prior to the event.

Seventeen Nineteen - The CCT operates a strict alcohol, drugs and substance abuse policy and will reserve the right to terminate any event and/or remove persons from their premises if it is found that there is any breach against this policy.

Please respect the residences around us and refrain from creating a statutory noise nuisance [as defined by the Environmental Protection Act 1990] and you must satisfy yourselves that you comply with the requirements of the Clean Neighbourhoods and Environmental Act 2005, as well as the noise Act 1996. Crowd

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disbursement at the end of any event should be controlled and the Client should ensure that all guests leave the premises with reasonable noise levels for a residential area.

Please ensure that any external door which you unlock is re-secured once you are inside the building. Any damage occurring due to negligence of this rule by suppliers will make the supplier responsible and liable.

All vehicles are parked at the owner's risk and Seventeen Nineteen - The CCT can accept no responsibility in respect of loss or damage.

7. Data Protection

Any information and data provided by the Client to Seventeen Nineteen - The CCT and used by Seventeen Nineteen - The CCT directly or indirectly in the performance of this Agreement shall remain at all times the property of Seventeen Nineteen - The CCT.

Seventeen Nineteen - The CCT shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of the client's data and information.

In the event of termination of this Agreement Seventeen Nineteen - The CCT shall when directed to do so by the Client erase all information and data including copies provided by the Client.

Seventeen Nineteen - The CCT agrees to comply and have adequate measures in place to ensure that its staff complies at all times with the provisions and obligations contained in The Data Protection Act 1998 (as amended from time to time).

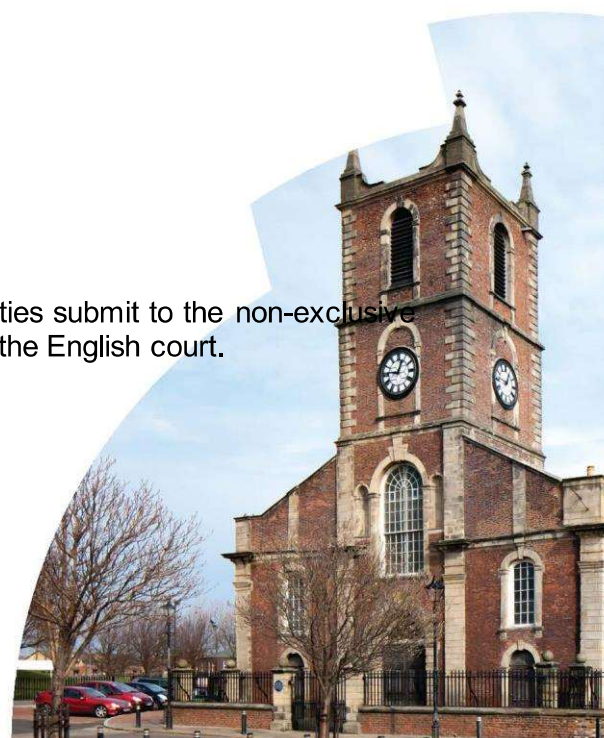
All personal data acquired by Seventeen Nineteen - The CCT from the Client shall only be used for the purposes of this Agreement and shall not be further processed or disclosed without the consent of the Client.

The CCT privacy policy can be found here www.visitchurches.org.uk/privacy.html

8. Conclusion

This agreement will be governed by English law and the parties submit to the non-exclusive jurisdiction of the English court.

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No contract shall exist between the Client and Seventeen Nineteen - The CCT until this agreement is signed by both parties. No variations of these conditions shall be effective unless confirmed in writing and agreed by both parties.

If any condition within this agreement is found to be valid or unenforceable this shall not affect the remaining conditions of this agreement.

This booking shall not be assigned to a third party to use Seventeen Nineteen - The CCT's facilities, other than for the purpose stated, without prior permission of Seventeen Nineteen - The CCT.

9. Additional Information

Seventeen Nineteen - The CCT (and its graveyard) is a Grade I listed building. Due to the nature of the building, and the covenants placed on it by the Church Commissioners, certain restrictions apply, and these should be taken into consideration.

As part of the hire, we will employ a person(s) who know the building and are there for the safety of the venue in the event of an incident. However, all hirers will be issued with fire safety and drill advice, and they will be expected to have read the details and are comfortable on the procedures should the venue have to be evacuated.

Because Seventeen Nineteen - The CCT is a precious historic building, there are a few small restrictions which we ask all hirers to abide by in using the venue – this list is not exhaustive but will help you in planning your use of the spaces.

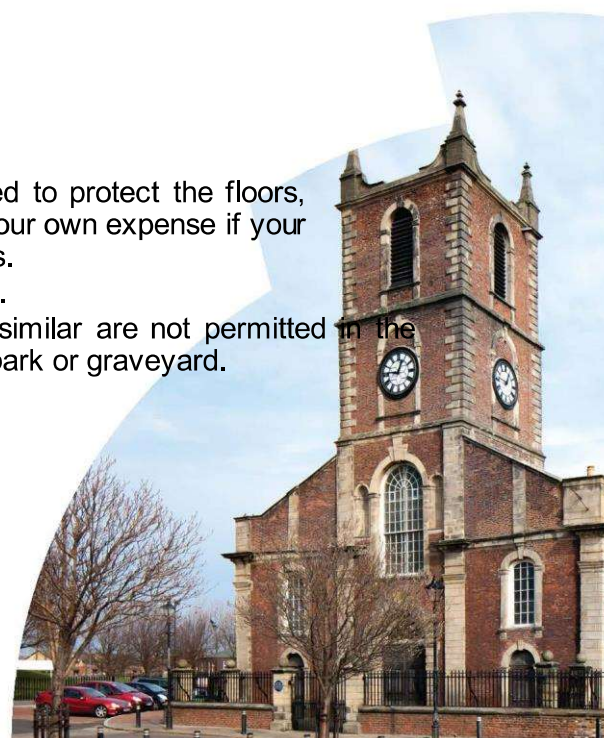
- It is not permitted to fix anything to the walls, ceilings or floors using pins, nails, screws, or any form of adhesive, sticky tape or blue tack.
- Any display boards, cabinets and pieces of art may not be moved without the prior agreement and must not be used for anything other than their intended purpose.
- The building has under-floor heating, which means there is a weight restriction on the equipment you bring in. Please ask the advice of the staff before bringing heavy items into the building. (e.g. grand piano or staging)

- When applying to use the building you will be asked to protect the floors, tables, servery, reception desk or other surfaces at your own expense if your activity may cause damage or staining to the surfaces.
- Helium filled balloons are not permitted in the building.
- Confetti, table confetti, glitter and party poppers or similar are not permitted in the building, car park or graveyard.

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- Candles or naked flames, cake sparklers, fireworks & sparklers, smoke machines, fire pits, or similar are not permitted in the building, car park or graveyard.
- Live flames, cookers or hot plates may not be used inside the premises. Portable equipment may be used in the car park and external area but by arrangement only. Caterers are permitted to use chafing dishes and bain-maries, provided the required risk assessments and staffing are in place. Centre staff will advise.
- All 3rd party hires including but not limited to live music, sound & light, decorations, external catering, entertainers, equipment & furniture, marquees and staff must provide proof of public & employees liability, risk assessments & method statements as well as be fully PAT tested and health & safety compliant.
- Hirers must instruct their caterers to remove all left-over food and drink, used crockery, cutlery, glasses, bar and cooking equipment at the end of the hire period and to dispose of all rubbish or recycling by taking them off the premises.
- Excessive amounts of rubbish, where the bins are filled and/or cannot be closed must be removed by the hirer at the close of the event. It is not acceptable to leave rubbish bags in the car park or graveyard.
- Strict no smoking within 10 meters of the premises.
- If accidental damage occurs, please inform a member of staff immediately as this may lessen the potential damage. All repairs following accidental damage will be charged to the user and made good to the satisfaction of Seventeen Nineteen - The CCT.
- The building is open to the public most days. If you need to arrange to have deliveries made to the building prior to your booking, please ask for advice from the Centre staff to ensure these do not disrupt the normal daily running of the centre.
- Seventeen Nineteen - The CCT does not have any additional storage facilities.

As a consecrated Church, Seventeen Nineteen - The CCT is bound by covenants laid down by the Church Commissioners; as such:

- It may not be used for lewd or immoral purposes.
- It may not be used to hold faith healing sessions, spiritual meetings or séances, or ghost hunting.
- It may not be used for a religious ceremony of any denomination, and it is not permitted to hold a civil wedding or partnership ceremony in the building.

Adult Photography Consent Form

Images & video are very valuable to us at Churches Conservation Trust (CCT), as they help us to shout about what we do and apply for funding to save and promote our historic buildings.

To comply with the Data Protection Act (2018) we need your full and informed consent so we can use these images/videos, in digital or print form.

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form, for our:

- Websites (e.g. www.visitchurches.org.uk) & Member e-newsletters to promote CCT, e.g. to advertise events, to publicise our work, to fundraise etc.
- Social media, e.g. Facebook, Twitter, Instagram, YouTube etc.
- Print, e.g. Pinnacle (our quarterly members' magazine), advertising, guidebooks etc.
- Internal communications and reference materials, e.g. Volunteer/Staff e-Newsletters, CCT's Annual Review, interpretation plans etc.
- In-house, or external, conferences and training etc.
- CCT reporting, or applications, to funders and partners e.g. National Lottery Heritage Fund, Historic England etc.

Images & video we use will be of activities which show CCT, and you, in a positive light and you are welcome to request to view any images or videos before use. Photography will only be accepted from devices provided/approved by CCT.

Copyright of these images & video will belong to CCT and images may be stored and/or used for a period of up to 7 years. The images & video will be securely stored, inside our organisation, in a password protected catalogue located in the United Kingdom. Your personal data will not be transferred outside the European Economic Area.

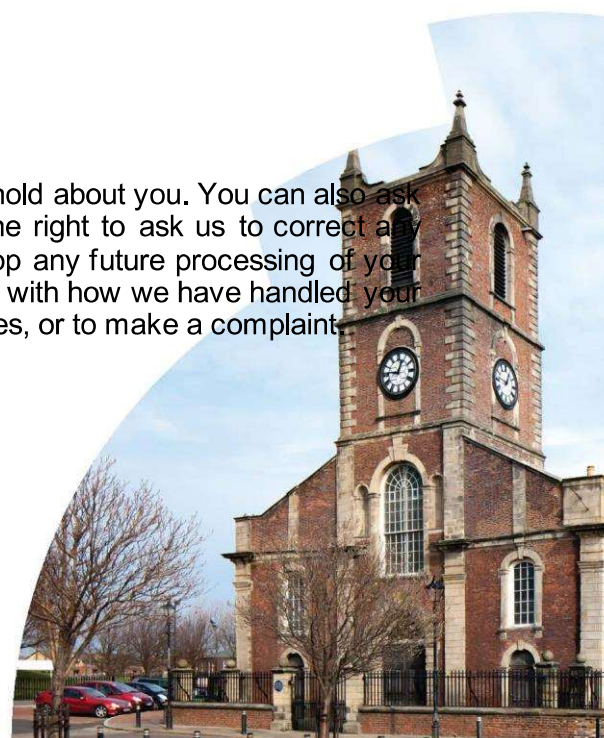
Your privacy is important to us. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. We will only use the details you have provided for the purpose of photograph/video consent (unless you have provided additional marketing consent). We will only contact you regarding this and we will never disclose any personal information about you.

You have the right to request, at any time, the information we hold about you. You can also ask us to transfer your data to another organisation. You have the right to ask us to correct any incorrect information. You also have the right to ask us to stop any future processing of your personal data, or to remove it altogether. If you are not happy with how we have handled your data, you are welcome to contact us to update your preferences, or to make a complaint.

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You can withdraw your consent at any time by contacting consent@theccct.org.uk. It is important that you understand you may be recognisable in these images. If you withdraw your consent, it may not be possible to remove the images or video once they have been used/published.

We are regulated by the Information Commissioner's Office, who can be contacted by visiting www.ico.org.uk.

To view our privacy policy visit www.visitchurches.org.uk/privacy. Please keep a copy of this form for your records (or save a photograph of it).

By ticking this box, I confirm I have read and understood the information provided and consent to photography and video being taken, stored and used as outlined.

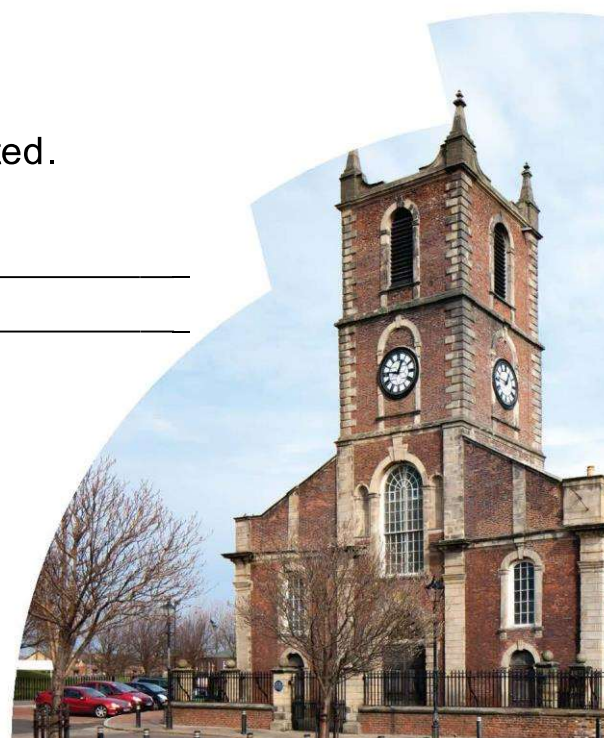
I/We agree to the Terms and Conditions as listed.

Signed on behalf of the Client.

Full Name(s): _____

Position: _____

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Company/Organisation: _____
Address(s): _____

Postcode: _____
Telephone number: _____
Email: _____
Date of Signing: _____
Signature(s): _____
Date of Event: _____
Agreed fee: _____
Additional Terms: _____
Number of Attendees: _____

Signed on behalf of Seventeen Nineteen – The Churches Conservation Trust.

Full Name: Tracey Mienie, Centre Manager

Signature: _____

Date: _____

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