

## TRINCOL Rental Policies

- 1) The venue shall be rented on a first come first serve basis however priority use will always be given to school events activities.
- 2) All reservations must be made in writing and clients will be required make a non-refundable deposit of \$1,500.00 and to sign off a contract form in advance of their event.
- 3) Final Payments must be made one month in advance of the event.
- 4) Requests for waivers must be made in writing and addressed to the Board of Directors for approval.
- 5) Staff members are entitled to a 25% discount for the use of the venues for themselves or their immediate family members. ( Mother, father, sister brothers )
- 6) Members of the Senior Management team shall be entitled to a 30% discount for use of the venues for themselves or their immediate family members. ( Mother ,father ,sister, brother)
- 7) A fifty percent (50 %) discount will be extended to schools once the venue is used during the week.
- 8) Request for reduction in rental by non-profit organization shall be entertained up to 15%.
- 9) There shall be no adjustments to rentals outside of the authorized reductions unless authorized by the General Manager.
- 10) Persons desirous of renting the schools' facilities to conduct classes must submit at least three references, a list of their current clients and a letter of affiliations with national bodies.  
Example-Basketball coaching the group should be affiliated with the National Basketball Federation
- 11) Rental to the Anglican Diocese free , discounted or at the discretion of the General Manager

- 12) Schools are entitled to a 50 % discount once functions are held during the week and during school hours.
- 13) Trincol cannot be held liable for any failure to provide service / facility as a result of events and circumstances beyond its control.
- 14) Non –compliance with the above rules will result in the of the security deposit being forfeited.