

STOKE MINSTER

EVENT BOOKING FORM

Event Name:

Organisation:

Contact Name:

Contact Email:

Contact Phone:

Please give details of access date(s) and times as required for the event – include arrival time required for setup/rehearsal and a realistic finishing time allowing for clearing up the building afterwards. If multiple days (in the same week) are required include details below (otherwise please complete a fresh booking form):

The normal cost for hiring the Minster is **£248** (in 2019), which allows up to **4 hours** in the building. There will be a further charge of **£20** per hour for any additional time, either for preparation before the event, rehearsal or clearing up after the event.

A deposit of **£100** is required at the time of booking. This deposit will be deducted from the final invoice, provided the church is returned to the state it was prior to the event, and organisers have fully complied with all terms and conditions as set out in the attached agreement. A completed and signed copy of the agreement must be returned before the booking can be confirmed. Regrettably we are unable to return the £100 if the booking is cancelled.

An invoice will be issued after your event has taken place. If organisers have returned the church to its original state and all terms and conditions have been complied with, the deposit of **£100** will be credited to the invoice. Subsequent payment should quote the invoice number, and is payable within **14 days** after receipt of the invoice.

The booking fee includes:-

- Use of the building for a total of four hours.
- The presence of a verger to provide any necessary assistance.
- The provision of the sound equipment where needed.
- The provision of heating/lighting where necessary.

We want to ensure the smooth running of your event please liaise **early** with the Church Office (tel. 01782 747785 or by email office@stokeminster.org), to discuss your requirements.

Extra Requirements (check boxes as required)

- Additional time (beyond first four hours per day) £20 per hour
- Use of organ £52 per day
- Organist £60-£100 per session
- Choir £120
- Kitchen (no charge but not suitable for preparing refreshments for more than 60)
- Use of Minster’s microphone / PA system (no charge)

Additional Requirements

1. The Gallery

It is possible to seat up to around 300 people downstairs. The gallery is not usually in use because of access issues and limited visibility. Bags and coats (for e.g. performers) can be deposited in the gallery although items are left strictly at the owner’s risk. Please inform us if you are looking otherwise to use the gallery:

2. Other

Please give details of any additional requirements/expectations (e.g. staging, lighting, filming):

Agreement and Terms of Booking

1. Although the Minster will provide a verger to unlock and lock the church, the hirer will be responsible for the stewarding of the event, and ensure that good order is kept at all times. The maximum capacity that the Minster can safely accommodate is 560 people (including any performers).
2. The hirer will ensure that there is adequate public liability insurance in place for the event and share this as appropriate with the Minster before the event. The hirer will also ensure that risk assessments are prepared as needed.
3. Repositioning of church furniture/equipment must only be undertaken with prior permission from the Minster.
4. The hirer will abide by the agreed times of starting and finishing. An extra fee may be charged if timings are not adhered to.
5. The Church Council cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons at all times.
6. The safety and welfare of children is paramount, please ensure they are kept safe from harm at all times. Where appropriate the hirer should have a Child Protection Policy.
7. The sale of alcohol on the premises is prohibited.
8. All areas of the building are "Non Smoking".
9. Please ensure that any electrical appliances brought and used on the premises comply with Safety Regulations and are used in a safe manner.
10. Please familiarise yourselves with the location of all exits, emergency exits and fire extinguishers. No exits may be blocked, chairs or obstructions placed in aisles or fire appliances removed or tampered with. If bags, coats or instrument cases need to be deposited these should be placed in the gallery.
11. Provision of First Aid cover will be the responsibility of the hirer. Details of any accident or incident occurring must be recorded. This must be done as soon as possible and in all cases within 24 hours. An Accident Book is provided for recording purposes, giving details of any witnesses, apparatus, etc. By law, any apparatus or equipment involved must be retained for inspection. The Accident Book is located in the Kitchen (Refer to Church Officer on duty).
12. You must also ensure that the church and foyer are left in a clean and tidy condition at the end of the booking. This includes the removal of dropped food and any rubbish. The £100 deposit will only be credited where the church has been left in the state in which it was found prior to the event.
13. No advertisements, bills, flags, emblems or other decorations shall be displayed without prior permission. No bolts, nails, tacks, screws, pins, blue tack, etc., shall be used on any part of the building.

14. Car parking is not permitted in the grounds of the Church, unless by previous arrangement, e.g. for setting-up purposes and delivery of equipment. Public car parking is available on Kingsway. (Immediately opposite the Church).

I agree to the above conditions.

Signed:

Print name:

Date:

Please return print the form and save it before responding to...

Minster Office
c/o Stoke Rectory
172 Smithpool Road
STOKE-ON-TRENT
ST4 4PP

email: office@stokeminster.org

Please make any cheques payable to St Peter's DCC
Details of payment by BACS will be supplied with your invoice.

PLEASE RETAIN A COPY FOR YOUR RECORDS