



THE PARISH OF
ST WILFRID
HARROGATE



CONCERT OR EVENT IN CHURCH
BOOKING FORM &
INFORMATION

Welcome

Thank you for your enquiry about using the Parish Church of St Wilfrid for your concert or event. This fine church is Harrogate's only Grade One listed building and many people remark on how beautiful a setting it is for concerts and events.

We very much want you to enjoy using our facility and the information we ask for helps us to help you. We ask you though to bear in mind that this building is a living, working parish church where there are over 650 services each year. This is our primary focus. You should be aware that regular services **will not** be re-scheduled to accommodate concerts, rehearsals or other events, except in exceptional circumstances, and only then with the express permission of the Team Rector (or a member of staff appointed by him for this purpose).

You are asked to take extra care of the building when you use it. Unless you have approval in advance, no furniture should be moved, nor must anything be affixed to the walls or fabric of the building. We ask you to make sure that all aisles and exits are kept clear at all times. You must supply any music stands, rostra etc. Any chairs moved for performers must be replaced afterwards.

St Wilfrid's is itself a charity. We are sorry that we cannot therefore normally offer any discount on the cost of using the building. We are required to recoup the costs of heating, lighting and cleaning as well as the time our staff will spend with you and helping you with your booking. Any profit that we make is used to help maintain the fabric of this building and to further the ministry and mission of this parish church.

Our Facilities Manager will ask to meet with you in advance of your event to go through your form and to clarify any problems and answer any questions you might have. His decision is final. Please follow any instructions you are given regarding the use of the building.

We ask all our users to understand and accept that you are hiring the building for your event. All costs and responsibility for tickets, posters, advertising, travel or promotion costs, artists, staging etc are yours. If you wish us to display posters or promotional material you must ask permission first. This also applies if you would like us to 'advertise' your event in our weekly congregational sheet.

The parish church is a building, which is open to the public. All valuables and personal belongings are your responsibility whilst using the building. We can accept no responsibility for theft or loss. The church may only be closed for rehearsals etc with prior consent.

Fr Gary Waddington
Team Rector

Mr Tom Menaldino
Facilities Manager



PRICE LIST:

All Church Bookings include the 'Main Body of the Church' as well as the 'Lady Chapel' and the 'Holy Spirit Chapel' for the following prices:

	One Booking Per Year	2nd Booking Per Year (5% Discount)	3rd Booking Per Year (10% Discount)	Charity Event
Church Cost Per Session	£400	£380	£360	By Agreement – please ask

For an event where no heating is required, a further 10% discount will be offered on the figures above:

	One Booking Per Year	2nd Booking Per Year (5% Discount)	3rd Booking Per Year (10% Discount)	Charity Event
Church Cost Per Session (no heating)	£360	£343	£324	By Agreement – please ask

Additional areas of the church are available at these hire prices:

Area	Cost
Choir Vestry	£50
Parish Hall (with kitchen)*	£15per hour
Parish Room (with kitchen)*	£12per hour

*Please note that these prices are offered at special rates in conjunction with your church booking. Booking of the Parish Hall or Room is subject to there being no existing bookings at that time.

The following extras are available for hire at the below prices:

Item	Cost
Organ**	£100
Organist	To be agreed with team rector / organist
Piano	£60
PA System	Free on Request

**Please note that approval would be needed for any external applicant to play the organ.

DETAILS ABOUT YOU, THE ORGANISERS

Contact Name	
Organisation	
Email	
Telephone	
Mobile	
Address	
When can we contact you?	

DATES AND TIMINGS FOR YOUR EVENT

Proposed date of event		
Timing of Event	Start Time	End Time
Access required	From	To
Set up time	From	To
Breakdown/removal time	From	To
Rehearsal Time	From	To
Invoice Name and address (if different from above)		

YOUR PROPOSED EVENT:

Type of event <i>e.g. concert, lecture, exhibition etc</i>	
Name of Event	
Name and number of choir involved	
Name and number of orchestra involved	
How many people do you expect to attend?	
Are there children involved in this event? Do you have a safeguarding statement?	
Is there an interval in your event and at what point would that be? Do you require the use of the hall?	
Are any VIPs attending? Please list.	
Is Heating Required for the event?	

AREAS OF THE BUILDING YOU REQUIRE TO USE (PLEASE TICK):

Main body of the Church	
Lady Chapel (at the East End)	
Holy Spirit Chapel (the South Transept)	
Parish Hall (and kitchen)	
Parish Room (and kitchen)	
Choir Vestry	

EXTRAS (PLEASE TICK):

Organ	
Organist	
Piano	
PA System	

DECLARATION

I have read and agree to comply with the Terms and Conditions (see below)

Signed _____

Date _____

Print Name _____

For Office use only

Form received	
Diary meeting approval	
Organiser informed	
Invoice issued	
Payment Received	

Schedule of meetings	
Initial	
Pre-event	
Other	
Other	

Health and Safety/Safeguarding/Evacuation explained?	
Tour given?	
Lighting etc demonstrated?	

Special Requests:
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Terms and Conditions

1. All bookings must be made by written application and will only be confirmed on receipt of this booking form following approval at the first available weekly parish dairy meeting.
2. A non-refundable deposit of £100 secures an approved booking. The balance of Fees is due 14 days before the event or booking. This will be non refundable.
3. All timings, including set up, rehearsal, clear up and other requirements, must conform to fit within the parish diary, its regular pattern of worship and pre-booked events
4. Numbers attending should include all personnel involved in setting up and running the event together with the numbers you are expecting to attend. You should provide suitable numbers of persons to act as stewards / ticket sellers / programme sellers etc
5. A member or officer of the Parish will welcome all events. They will expect to make any announcements necessary before the concert or event begins.
6. Permission must be obtained to move furniture, fittings or lights.
7. Permission should be sought for the distribution or display of any promotional material in the Parish Church or on its notice boards
8. Smoking is not permitted anywhere in the Parish building.
9. Users of the facilities are responsible for all personal belongings and equipment. Insurance for major events is advisable
10. Any damage caused during a letting should immediately be reported to a member of the parish staff. The cost of repairing the damage may be charged
11. Please note that the use of blu-tack is not allowed.
12. Users of the Church's premises are subject to the authority of the Team Rector and/or an officer or a member of the Parish Staff
13. In the event of an emergency follow the instructions of members of the emergency services. A briefing sheet is attached and a briefing will be given by the Facilities Manager when you visit to confirm the arrangements for your booking.
14. Any equipment brought into the building must have proof of current PAT certification and a copy must be supplied to the Facilities Manager in advance. Failure to produce a valid certificate will result in any equipment not being allowed to be used, whatever implications this may incur.
15. Profits from using this facility go towards the parish's mission which includes Worship, Music, Education, and allowing free access for over 20,000 people per year
16. The premises must be left in the same condition as found, in particular, make good clean and tidy any part of the premises used in support of your event
17. All refuse and waste generated will need to be cleared away at the end of the event. A minimum charge of £200 will be applied if this condition is not met

18. Alterations of any kind to the fabric of the building are not permitted. Any candles, candelabra etc may only be used with permission in clearly designated areas, where suitable protection is made to the fabric.
19. Any PRS fees are your responsibility.
20. A person qualified in first aid must be in attendance at events. A copy of the parish health and safety and Fire policies is available for inspection and must be adhered to at all times.
21. Any risk assessments, third party indemnity and insurance must be in place and agreed with The Facilities Manager before the event takes place. All costs incurred as part of this process will be the responsibility of the person agreeing to these terms and conditions
22. Any Items left overnight in the Church (with previous permission) are not the responsibility of St Wilfrid's and must be cleared away before 9.30am the following morning. Failure to do this will involve a surcharge of £100.00/hour after 1000. All items MUST be removed following concerts or events on Saturday evenings.
23. Where appropriate, an additional cleaning charge will be applied to events where the Church will need to be prepared for its operational effectiveness.
24. All invoices must be settled in full within 30 days of issue
25. This agreement shall be governed by English Law
26. No variation of these terms and conditions shall be effective unless agreed in writing with The Parish Church of St Wilfrid's Harrogate
27. No forbearance shall amount to a variation or waiver of these terms and conditions without prior written agreement
28. Car parking is at the rear of the church. Access must be kept free at all times. If you expect significant numbers of attendees and/or performers, you should provide a suitably equipped marshall. A 5mph speed limit is in force at **all times**. For evening events after dark, you should be aware that the car park is unlit. Vehicles are parked at the risk of each owner.

In the event of an Emergency:

In the event of a fire, or civil unrest, or disruption the named organizer should telephone the Emergency Services, clearly stating which service is required. Our Location is:
St Wilfrid's Parish Church, Duchy Road, Harrogate HG1 2EY.

In the event of an ambulance being required, they should be directed to the main door on the Duchy Road. A steward should be sent to wait at the entranceway to the church yard. Any trained first aider should attend until the ambulance or paramedic arrives.

In the event of a fire, emergency horns around the building should be sounded. The organizer should then immediately make the following announcement:

“Ladies and Gentlemen, please remain in your places. The Fire Alarm has been sounded and we now require you to vacate the building following the direction of the stewards without question. Please do not stop to collect belongings.”

The Organiser **must** then immediately telephone the Emergency services (see above).

A briefing on evacuation will be given by the Facilities Manager as part of your pre-event tour.