



BEVERLEY MINSTER PCC TERMS AND CONDITIONS FOR THE USE OF BEVERLEY MINSTER

A. Policy for the use of the Minster

1. The prime purpose of the Minster is to be a centre for Christian worship, ministry and mission. Services take precedence over any event or rehearsal held in the Minster.
2. Written confirmation will be given in respect to all event bookings, and it must not be assumed that a booking has been made until such confirmation is received. Publicity must not imply such a booking until written confirmation is received.
3. All requests regarding any aspect of your event must be made through the Minster Event Coordinator; these will be passed on as appropriate to the correct department. Please do not contact other departments directly.
4. The Vicar and Churchwardens are required to ensure that the content and words of each event is appropriate to be given in church. Therefore texts must be made available when requested.
5. The Minster does not promote the events put on by organisers.
6. All items left anywhere in the Minster are left at the owner's risk. The Vicar and Churchwardens accept no responsibility for loss or damage. The Minster is unable to provide any storage facilities.
7. The Vicar and Churchwardens reserve the right to change the time and/or date of rehearsals and events at short notice and, in extreme circumstances, to cancel the event.
8. If the organiser cancels an event fewer than 21 days before an event, 25% of the estimated costs will be payable. Any work carried out before the cancellation will be charged at full cost.
9. **All arrangements regarding the facilities must be clarified in advance of an event and a site visit prior to an event is compulsory.**
10. A Minster Representative will be on duty during your event and will be your point of contact at all times, all queries **must** be made through them.
11. Please remember that Minster staff and stewards are not responsible to event organisers.
12. The Minster must be left in the same state as it was found after rehearsals and after performances. All music, belongings and empty water bottles must be removed from the Minster. Any kneelers and service sheets removed from seats must be replaced.

B. Box Office

1. Free concerts will be subject to an administration fee.
2. Four complimentary tickets will be made available for the Vicar and Churchwardens.

C. The Venue

1. Each area of the Minster has a different capacity and facility fee. **All capacities include performers:**
 - a. Nave: 420 (front centre nave: 264, rear centre nave: 156, side aisles: 100 in each). Central nave seats face east. Side aisle seats face into the nave and are restricted view.
 - b. Quire: 120. Staging cannot be erected in this area. The area west of the sanctuary can be used as a performing area if the chairs are removed. The majority of the seats are fixed facing into the well of the Quire.
 - c. North Transept: 160
 - d. South Transept: 160
2. Events should be devised with the Minster's normal furnishings in mind.

3. The organ and grand piano may be made available for hire, by request. The grand piano can only be used in the Nave and Transepts. The organ can be played from the fixed console on the east side of the screen. The name of the person wishing to play the organ or piano must be given in advance.
 - a. If your request to use the organ is approved by the Director of Music Minster staff will instruct organists how to safely turn on the organ to prevent any damage. Minster staff will also supervise the moving of the grand piano. Initial contact will be set up by the Minster Event Coordinator.
 - b. All damages caused by improper use or by moving instruments without supervision must be paid for.

D. Event Timings: Admission time, Interval length, Finish time and Rehearsal times

1. The admission time is set by the Minster Event Coordinator and must be adhered to. Occasionally performers wish to rehearse between the end of Evening Prayer and admission time, this is allowed at the discretion of the Minster Event Coordinator. Please note that the audience will be admitted on time; regardless of whether or not the rehearsal has finished.
2. Organisers must provide an accurate finish time for the event in advance, if the event overruns a penalty will apply. Staff overtime costs for de-rigging will be charged from the time they were requested and not the time they are able to start the job.
3. The latest an event can finish is 22.00.
4. The length of interval must be agreed prior to the event. Public announcements will be made to ensure the prompt start of the second half. The performers must be ready to begin on time. If necessary please ask the Minster Event coordinator to give calls to your performers.
5. Rehearsal time is strictly limited. If a rehearsal takes place during normal opening hours, the public will continue to be admitted. All rehearsal time must be booked in advance.

E. Receptions

1. An indication of the possibility of interval or post-event receptions must be made at the time of booking, and a formal booking must be made no later than eight weeks before the event. These requests are not guaranteed. A charge is made for all receptions.
2. The Minster is not licensed for the sale of alcohol; if you wish to provide alcohol during an interval or post-event reception this request must be made at the time of the initial booking and cannot be guaranteed.

F. Press, Publicity, Broadcast, Recording and Photography for commercial or public use, merchandise

1. Organisers must discuss with the Minster Event Coordinator the way in which their event is to be publicised. The text of advertisements (including posters) and press releases must be approved in advance; if prior approval is not given publicity may be required to be withdrawn.
2. The Minster Event Coordinator must be consulted regarding any sponsorship negotiated at any time for an event. Prior approval must be given for the way in which any sponsorship is to be advertised or acknowledged.
3. If it is wished to record an event for private or public purposes, to broadcast it, or to have reporters or press photographers present, this must be agreed in advance. A contract must be made in respect of recordings or broadcasts within the Minster or its precinct. A charge is made for all broadcasts and some recordings.
4. The reproduction of photographs taken within Beverley Minster for anything other than personal use is subject to prior permission from the Vicar and Churchwardens. If you would like to take a photograph for promotional purposes this must be agreed with the Minster Event Coordinator. When using the image you must use the following acknowledgment: "Reproduced by kind permission of the Vicar and Churchwardens of Beverley Minster". **Permission is for promotional activities only.** Photography at an event is taken as agreement to these terms and conditions.
5. The audience may take photographs for their personal use before the event. The use of photography and/or recording is not permitted during an event.

6. The selling of merchandise, including programmes, is the responsibility of the organiser. The selling of merchandise, other than programmes, is subject to a 10% surcharge.

G. Care of Minster Fabric, Health and Safety and First Aid

1. The organiser, their employees and all contractors and sub-contractors will at all times take proper care to avoid any damage being caused to the fabric of the Minster and to any property .
2. The organiser, their employees, contractors and sub-contractors will in particular:
 - a. Work at all times under the guidance of the Minster staff and comply promptly with the Minster Event Coordinator's instructions.
 - b. Obtain the prior consent of the Minster Event Coordinator before undertaking any dressing, moving or removal of any part of the Minster fabric, chattels or collections.
 - c. Ensure that no adhesive substance, including tape, tacks, nails or drawing pins come into contact with any part of the Minster fabric, chattels or collections.
 - d. Notify the Minster Event Coordinator promptly in the event of any spillage, accident or other untoward occurrence and follow the Minster Event Coordinator's subsequent instructions.
 - e. Obtain the prior consent for the use the Minster's electricity supply from the Minster Event Coordinator.
 - f. Obtain the prior consent of the Minster Event Coordinator for the use of any candles.
 - g. Not obstruct or impede access to services taking place in the Minster.
 - h. Adhere to the strict requirement for quiet during all services and stop all activity should the Minster Event Coordinator deem the noise level to be too high.
 - i. Not block emergency exits or fire routes or permit equipment relating to the event to block such exits or routes.
3. Fire precautions must be observed.
4. It is the organiser's obligation to carry out an assessment of arrangements which need to be made to accommodate disabled persons who will attend the event; whether as participants, audience or otherwise, and to inform the Minster Event Coordinator of the requirements in sufficient time for those arrangements to be made.
5. The Minster Event Coordinator must be consulted if it is desired to bring in any equipment, including staging, electrical, recording, photographic or lighting etc.
6. The moving of furniture, building and dismantling of staging, setting out of chairs etc. may only be carried out by Beverley Minster staff. There are restrictions on representatives of organisations helping. If you require something to be moved at an event you must consult the Minster Event Coordinator. If the request to have an item moved is additional or different to the layout agreed at the site meeting there is no guarantee that Minster staff will be able to meet the request, especially if it is made outside of normal working hours.
7. All electrical equipment (including extension leads) must be PAT tested **before** it is brought into the Minster and valid certification **must** be provided. All cables must be appropriately and safely secured in a method agreed with the Minster Event Coordinator. Equipment found in the Minster without valid PAT certification will be confiscated.
8. A steward's briefing must be given to all personnel and organiser's stewards prior to each event. The organiser must initiate and assist with the briefing, which will be given by the Minster Event Coordinator.
9. The Minster will provide sufficient Minster Stewards in order to help in the event of an emergency. The Minster Stewards also check the tickets and direct the audience to their seats. On occasion they may be able to perform other duties, please discuss this with the Minster Event Coordinator.
10. All accidents that happen to any of your personnel, contractors or subcontractors must be reported to the Minster Event Coordinator immediately.
11. Your organisation, contractors and subcontractors are also responsible for reporting any accidents to the HSE or Local Authority as appropriate, depending on the severity of the accident.

12. The organiser must provide a comprehensive risk assessment prior to the event.
13. The organisation must have public liability insurance, and employee or products liability insurance if applicable and Minster staff reserve the right to see this prior to the event.

H. Fees

1. The Vicar and Churchwardens are always grateful when organisers donate proceeds from events to the Minster. However, Beverley Minster's day-to-day costs need to be met and every event must therefore be subject to the standard costs outlined in the fees document provided.
2. Beverley Minster is registered for VAT (No. 551 7136 53). All fees quoted are exclusive of VAT. Invoices include appropriate tax charges.
3. An estimation of the cost of your event will be provided before your event, and you will be sent a new scale of fees 6 weeks prior to your event if any changes have taken place. If, during the planning for event, further requirements are made of Beverley Minster, event organisers will be given written confirmation.
4. The Vicar and Churchwardens reserve the right to change prices. Beverley Minster undertakes to give event organisers early notice if fixed fees are changed by the PCC at an annual review.