

Policy for the use of the Minster

Considerations

Written confirmation will be given in respect to all event and exhibition (hereafter simply referred to as events) 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 confirmation is received.

All requests regarding any aspect of your event must be made through the Minster Events Team; these will be passed on as appropriate to the correct department. Please do not contact other departments directly.

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.

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.

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.

All arrangements regarding the facilities must be clarified in advance. All customers will be required to complete a site visit before contracts are finalised.

For exhibitions, an indication of the possibility of previews and/or receptions must be made at the time of booking, and a formal booking must be made no later than eight weeks before the exhibition. These requests are not guaranteed. A charge is made for all previews and receptions.

A member of the Minster Events Team will be on duty during your event and will be your point of contact at all times; all queries must be made through them.

Please remember that Minster staff are not responsible to event organisers.

Beverley Minster is licensed for the sale of alcohol up to 11pm. If alcohol is to be provided after 11pm the appropriate license must be applied for by the event organiser and proof of the granting of the license shown. The event may be cancelled or amended if licenses are not in place.

In the first instance Beverley Minster reserves the right to operate a bar / sell refreshments at your event. However, by negotiation event organisers may be permitted to run their own bar.

Events should be planned with the Minster's furnishings in mind. Clearance of furnishings and artefacts is not permitted.

If an organiser cancels an event a cancellation fee will be payable: Less than 2 months – 25%; less than 28 days – 50%; less than 14 days – full fee.

Opening Times

The Minster actively encourages tourism and arranges tours and visits. It is open for visitors and members of the public who wish to visit from 10:00 until 16:00 seven days a week apart from Sundays, 12:00 until 16:00.

We ask event organisers to be considerate of Midday Prayers or other concerts are taking place during set up time.

Event organisers should consider this when organising the setup of an event.

Services

The prime purpose of the Minster is to be the of Christian worship, ministry and mission. Services take precedence over any event or rehearsal held in the Minster.

Sunday services are normally held at 08:00, 09:15, 11:00, 16:00 and 17:30. On Thursdays, there are services at 10:00 and 17:30. However, the pattern of services is subject to change.

Sponsorship, Publicity, Recording and Broadcasting

Through the Minster Events Team, any sponsorship of the event must be agreed by the Vicar and Churchwardens.

Organisers must discuss with the Minster Events Team 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.

Leaflets / posters promoting your event can be displayed on the A frame in the café area of the Minster outside the shop entrance. Posters cannot be displayed around the Minster.

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 royalty charge of £100 may be made for broadcast and some recording.

If you wish to use photographs of Beverley Minster for promotional purposes, this must be agreed before being used and acknowledged as follows:

“Reproduced by kind permission of the Vicar and Churchwardens of Beverley Minster”

The selling of merchandise, including programmes, is the responsibility of the organisers.

The Minster will promote your event on our What's On page on the Minster website and in the parish newsletter.

Beverley Minster allows a limit of two banners per event to be used for promotion on the railings around the Minster. There are two permitted locations, one on the railings in Minster Yard North to the right of the Highgate entrance and another on the railings adjacent to the junction of Eastgate and Minster Yard South.

The primary purpose of displaying banners is to support the fundraising and other activities of the Minster. Priority will be given to banners for these over those of other, external events.

The maximum banner size is 245cm x 90cm. Content must be appropriate for the Minster and should be agreed in advance. The Minster reserves the right not to display banners considered to be inappropriate.

Under normal circumstances, 2 banners are allowed at each location. Banners may be displayed for up to 4 weeks prior to an event and during the event itself. The overlap of events may impact on the maximum display time. However, it is recognised that some periods are particularly busy and the number of banners displayed may be increased to 4 at the Eastgate-Minster Yard South junction and 3 or 4 by the Highgate entrance depending on the banner sizes.

All banners are displayed at the discretion of Minster and decisions on this rest with the Enterprise Committee Chair.

Minster Fabric

The organiser, their employees and contractors must take proper care to avoid any damage being caused to the fabric of the building and to any property.

The stone floor of the Minster is susceptible to damage. Organisers and their contractors must ensure that all equipment is carried or moved on wheeled trolleys; it must not be dragged over the floor.

Spillages should be mopped up immediately and the Minster Events Team informed. The Minster reserves the right to charge for the cost and fitting of replacement stone should damage occur.

The Minster walls and pillars are to be treated with care. No fixings are permitted to be used on the walls and pillars; this includes adhesive substances and tape, nails, tacks, pins and blue tack.

The moving of the Minster's furniture and artefacts may only be carried out by the Minster Events Team or under their direction.

Fire Alarm System

Due to the sensitivity of the fire alarm system, the use of smoke, haze and dry ice is not permitted. Fire exits must remain unobstructed at all times.