



## **BEVERLEY MINSTER PCC**

### **TERMS AND CONDITIONS FOR THE USE OF BEVERLEY MINSTER (EXHIBITIONS)**

#### **A. Policy for the use of the Minster**

1. The primary purpose of the Minster is to be a centre for Christian worship, ministry and mission. Services take precedence over any exhibition held in the Minster.
2. Written confirmation will be given in respect of all exhibition 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 exhibition must be made through the Parish Centre; these will be passed on as appropriate to the appropriate person. Please do not contact anyone else directly.
4. The Vicar and Churchwardens are required to ensure that the content of each exhibition is appropriate to be seen in church.
5. The Minster does not promote the exhibition put on by organisers.
6. All exhibits 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 the exhibition at short notice and, in extreme circumstances, to cancel the exhibition.
8. If the organiser cancels an exhibition fewer than 21 days before an exhibition, 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 exhibition and a site visit prior to an exhibition is compulsory.**
10. A Virger will be on duty during your exhibition and will be your point of contact at all times. All queries **must** be made through them.
11. Please remember that Minster staff are not responsible to exhibition organisers.
12. The Minster must be left in the same state as it was found after an exhibition.

#### **B. Previews**

1. An indication of the possibility of previews 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.
2. The Minster is not licensed for the sale of alcohol; if you wish to provide alcohol during a preview this request must be made at the time of the initial booking and cannot be guaranteed.

#### **C. Press, Publicity and Photography for commercial or public use, merchandise**

1. Organisers must discuss with the Parish Secretary 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 Parish Secretary must be consulted regarding any sponsorship negotiated at any time for an exhibition. Prior approval must be given for the way in which any sponsorship is to be advertised or acknowledged.
3. If it is wished to have reporters or press photographers present, this must be agreed in advance.
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 Parish Secretary. 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 exhibition is taken as agreement

the organisers. If this is not given, a notice must clearly state “Photographs of the Exhibition are not allowed”.

#### **D. 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 Duty Virger’s instructions.
  - b. Obtain the prior consent of the Duty Virger 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 Duty Virger promptly in the event of any spillage, accident or other untoward occurrence and follow the Duty Virger’s subsequent instructions.
  - e. Obtain the prior consent for the use the Minster's electricity supply from the Duty Virger.
  - f. Obtain the prior consent of the Duty Virger 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 Duty Virger deem the noise level to be too high.
  - i. Not block emergency exits or fire routes or permit equipment relating to the exhibition 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 exhibition; whether as participants, audience or otherwise, and to inform the Parish Secretary of the requirements in sufficient time for those arrangements to be made.
5. The Parish Secretary 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 exhibition you must consult the Duty Virger. 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 Duty Virger. Equipment found in the Minster without valid PAT certification will be removed.
8. All accidents that happen to any of your personnel, contractors or subcontractors must be reported to the Duty Virger immediately.
9. 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.
10. The organiser must provide a comprehensive risk assessment prior to the event.
11. 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.

#### **E. Fees**

1. The Vicar and Churchwardens are always grateful when organisers make donations to the Minster. However, Beverley Minster’s day-to-day costs need to be met and every exhibition 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 exhibition 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 an exhibition, further requirements are made of Beverley Minster, exhibition organisers will be given written confirmation.
4. The Vicar and Churchwardens reserve the right to change prices. Beverley Minster undertakes to give exhibition organisers early notice if fixed fees are changed by the PCC at an annual review.