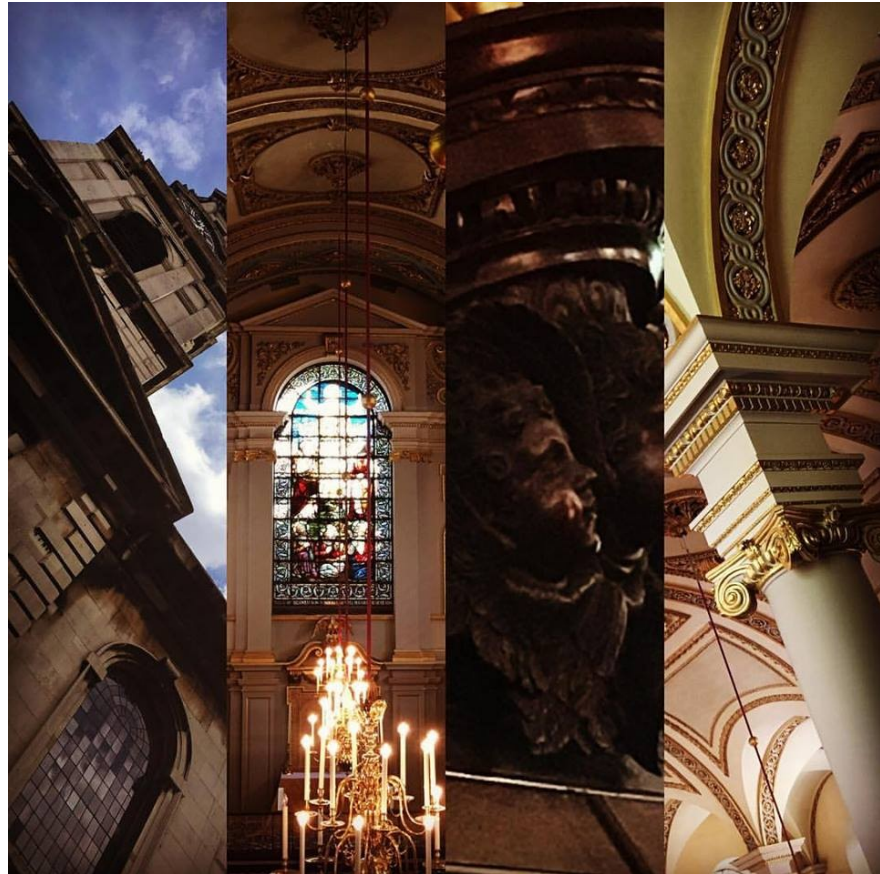


Terms of Hire



Essential Information for Hirers

1. General Information
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1. General Information

- The Church or Vestry Room cannot be hired out on **Sundays**.
- St Giles-in-the-Fields will not allow the Church to be used for any purposes contrary to, or blatantly disrespectful of, the Christian faith, whether in the content of sung lyrics or spoken text, or in the broader themes of drama and film; where necessary hirers will be asked to submit the content of their production in advance.
- Organisers of events are required to **visit** the church for themselves prior to booking.
- St Giles can seat approx. 250-280 downstairs. The rear (west end) has been converted to a gathering or standing area.
- The Church is disabled friendly downstairs and has a disabled-access toilet. Please note there is only **one public access toilet** available in the church.
- Limited parking is available for disabled visitors and the church can accommodate a small number of wheelchair guests (dependent on the set-up of your event).
- Permission to use the gallery for positioning equipment / filming / photography must be sought in advance from the office administrator.
- Smoking, eating, drinking, shouting or in any way misbehaving during rehearsal or performance times is not permitted. It is possible to eat and drink in the entrance foyers where folding tables can be set up.
- Mobile phones are not to be used in the church at any time, please make calls from the foyer / rotunda area.
- No liquids, powders, smoke, haze or any other substances are to be used in the course of any event.
- The church remains open for visitors during day-time rehearsal times, unless permission to close the inside of the Church has been given.
- Event managers may have access to the church's **wi-fi** on request on arrival at St Giles.
- At all times during rehearsals and performances church staff must be treated respectfully.
- The **distance** between the front of the choir stalls is 3.55m and the distance from the sanctuary step to the front step of the chancel is 5.4m; the prayer desks to

either side of the chancel, and the reading lectern, are removed for larger performances.

- If **heavy equipment** is to be used the floor of the chancel (between the choir stalls) must be protected. The sanctuary (the area beyond the wooden kneeling rails) cannot be used without permission.
- No furniture can be moved without permission and no permanent fixtures can be moved.
- No sellotape/blu tack/pins can be used in the church to stick posters up.
- For all evening bookings the church's venue manager will be on site from 5:30pm or as required until the end of the event.
- An event schedule should be provided to the Church Administrator before your event with contact details and timings for your event.
- Details of equipment being brought in should be provided to the Church Administrator before your event.
- On Tuesdays our **bellringers** practice between 6:00pm – 7:30pm so any events must start after 7:30pm.

2. Instruments | Equipment | Personal Belongings

- The church does **not** have a **sound system** or **spotlights**: all hirers must bring and set up their own equipment. Equipment is to be kept to a minimum and not be excessive.
- A schedule of equipment being brought into church must be provided to the Church Administrator in advance of the event.
- Any equipment brought in must be brought in carefully and avoid knocking walls and woodwork in the church. Mats should be used to protect the flooring where equipment is used.
- All instruments, equipment and personal belongings are brought into St Giles at the owner's risk.
- All commercial concert promoters must carry public liability insurance of £2 million and must confirm this in writing with the agreement.
- All belongings must be kept close at all times as it is not possible for the Church to guarantee their security.

- All instruments, equipment and personal belongs must be taken away promptly at the end of the event.
- The Church is fitted with CCTV recording cameras.

3. Vestry Room | Green Room

- Changing facilities and a refreshment space '**green room**' can be made available in the adjoining Vestry Room for an additional fee but only if **available and requested**.
- The Vestry Room is the only available space for performers to change/spend time before the event.

4. Tickets | Advertising

- Sales of tickets and advertising are wholly the responsibility of the hirer.
- Large-scale A1 sized posters can be placed for a limited period on the Church's railings with permission (for which an extra £5 is charged).
- St Giles-in-the-Fields will post details on its website, and on its 'Music at St Giles-in-the-Fields' Facebook page.

5. Staffing

- The church does not provide staff for your event.
- It is wholly the hirer's responsibility to provide staff for box office, merchandising, refreshments and cleaning up at the end of the event.
- The hirer must provide staff to man the doors to the church before, during and at the end of the event without exception.
- The church's venue manager is here to ensure the fabric of the church is treated respectfully and to oversee your event.
- The hirer is responsible for clearing the Church of performers, instruments, additional equipment and all rubbish as soon as possible at the end of your event and by 11:30pm at the latest and for leaving the Church in a clean and orderly condition.

6. Risk Assessment

- The hirer must provide the church administrator with a Risk Assessment for your event, including rehearsals, set-up and performances.

7. Drinks | Refreshments

- There is no permanent bar area.
- It is *not* possible to run a **paying bar** (you can give drinks away or ask for a donation) as we do not permit alcohol to be sold on the Church premises. If you are running a bar drinks may only be served before and/or during a break in the performance. **Drinks must not be served after the event.**

8. Church Organ | Piano | PRS Licence

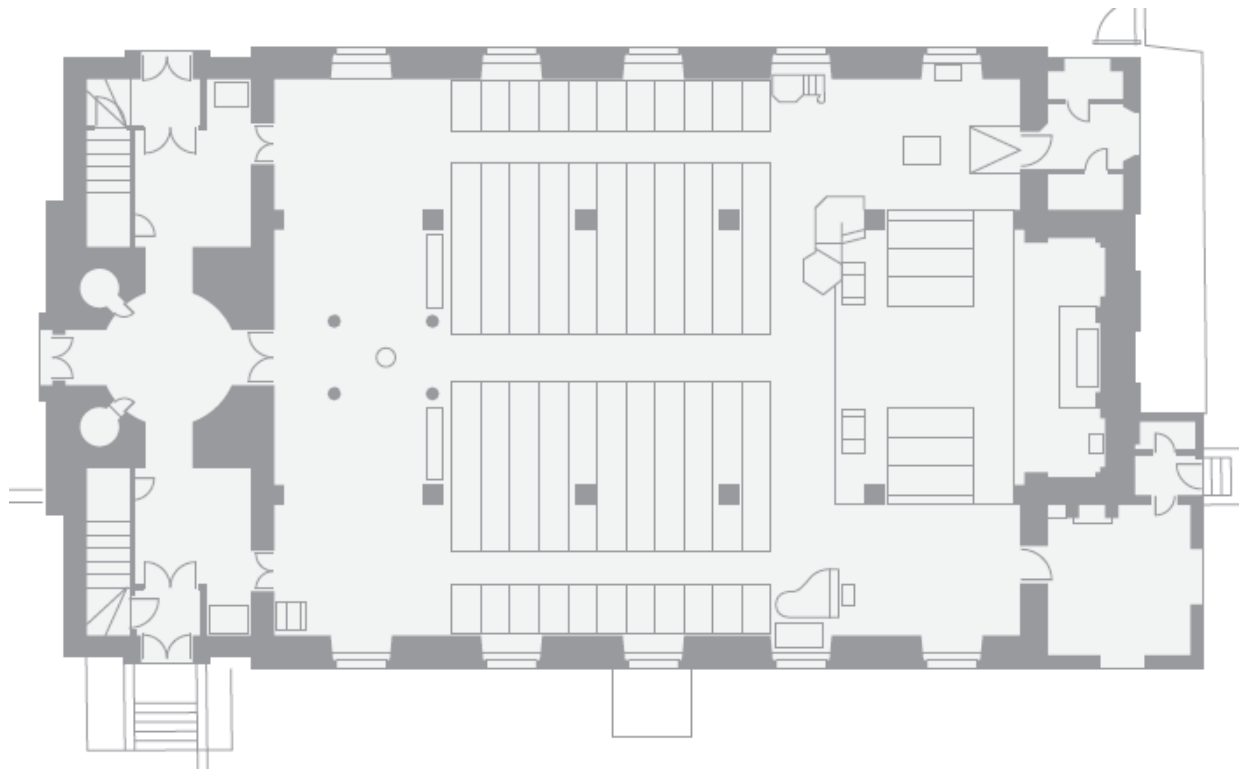
- The **piano** is available for use during rehearsals and concerts. It must be handled with care at all times and returned to its storage position at the end of use. It is regularly tuned, but hirers will be required to pay to have it separately tuned for a specific concert.
- If a musical event requires the use of the **organ**, the Church's organist and director of music must first be consulted; this can be done at the time of booking. There is an additional charge for the use of the organ and the organist.
- The hirer must comply with PRS Licensing regulations. Events are not covered by the church.

9. Access to church

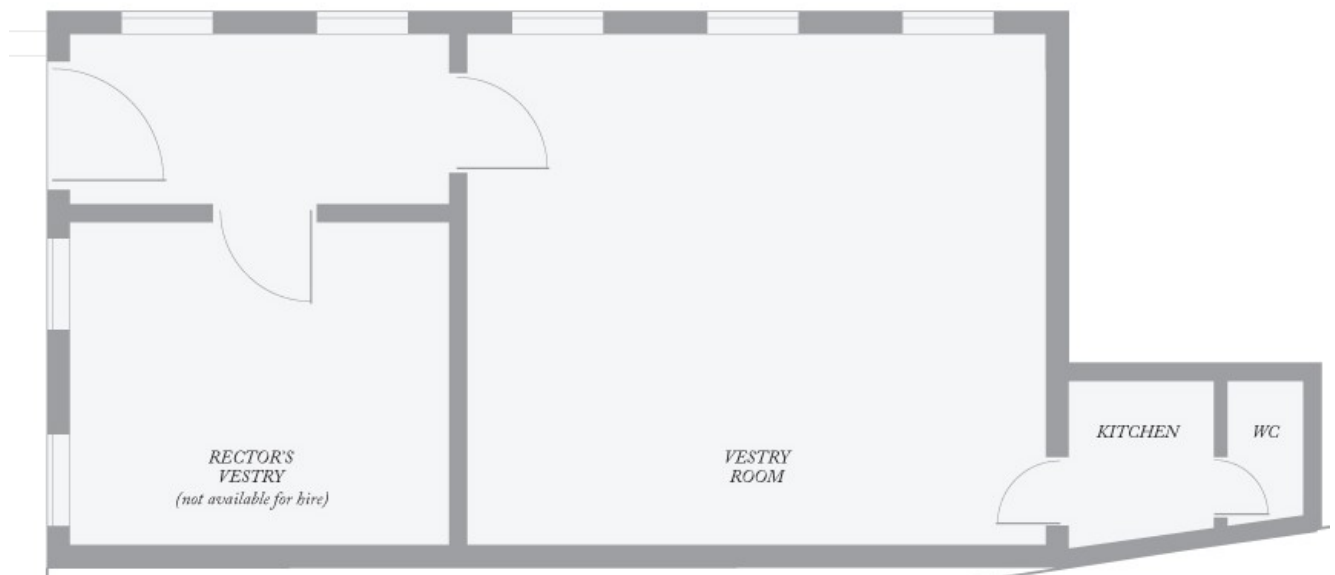
- Hirers can usually gain **access** to the church from 2pm on days when there is a large evening concert.
- Please note that on Thursdays access to the courtyard for unloading equipment is restricted – parking only available after 5pm.
- Up to three cars or small vans may be parked in the in the churchyard forecourt, **but only after prior agreement.**
- All cars must display a valid parking permit (obtained from the church office) and must vacate the premises at the end of the event.
- No parking is permitted overnight.
- The hirer *must read* the **Church's Health and Safety Policy**, including arrangements for the evacuation of the building in the event of fire.

Please remember that St Giles-in-the-Fields is a working church.

10. Church Plan



11. Vestry Room Plan



Please contact the Church Administrator for all enquiries and queries.
Debbie Westerby | 020 7240 2532 | administrator@stgilesonline.org