

# **St John the Baptist, Glastonbury**

*'A Christian Spiritual Centre at the heart of the town for everyone'*

**Winter Season (1<sup>st</sup> October – 30<sup>th</sup> April)**

## **Events booking form**

**Event name:**

**Event Organiser:**

**Email:**

**Contact Number:**

**Date:**

**Time** (including estimated finish and any extra rehearsal/set up):

**Event Details** (please provide details about the nature of the event and any specific requirements you have):

**It is vital for all event organisers to return a signed copy of these terms and conditions to the Event Manager of St John's. Failure to return these may result in your event being cancelled.**

**I agree to adhere to the terms and conditions outlined in this document and understand that failure to do so may result in my event being cancelled.**

**Signed:**

**Date:**

## Terms and Conditions of Hire

1. **Booking:** St John's may hold a date for the event organiser upon receipt of an enquiry which will then be secured by receipt of the completed booking form and the full fee. **All bookings will remain as enquiry only until full completion of this form and the full fee have been received.**
2. **Planning:** the organisers should appoint one person to act as the hirer and be the main point of contact for the concert or event. This person will be asked to make all necessary arrangements with the Events Manager, the details of which should not be deviated from unless agreed with the Events Manager at least two working days in advance of the event.
3. **Advertising/Promotion:** All advertising and public promotion of the event that bears the name, logo, and any other affiliate branding of St John's must be agreed before it is released to the public.
4. **Risk Assessment and Health and Safety:** the organisers should appoint one person to be responsible for Health and Safety elements during the time they are on site. This would typically be the same individual as acting as hirer. **Event organisers are not permitted to use candles, lamps, or naked flames without prior written agreement. Smoking of any kind is strictly prohibited.** It is the hirer's responsibility to ensure that they know the location of the first aid kits, fire extinguishers, the nearest hospital, and the like. The event organiser is responsible for ensuring that the maximum capacity of the building is not exceeded (**Max Cap 300 inc. performers**).
5. **Safeguarding:** For bookings which include anyone under the age of 18, or adults considered to be vulnerable, the event organiser will be asked to confirm that they have their own Safeguarding Policy, that all adults working with the children or vulnerable persons have been DBS checked and that they know of no information/conviction/barring of adults that show Child Protection concerns about anyone involved in any way with the event. **No children under the age of 18 may receive individual tuition or partake in any other activity on a one-to-one basis with the event organisers on Church premises.** Event organisers should follow appropriate good practice which is for at least two responsible adults to be present.
6. **Rehearsal and concert/event timings:** If rehearsals are required outside main event booking (i.e. during the day in preparation of an evening event) then an additional charge will be required. **All events are to be clear of the building no later than 11pm except by prior written arrangement.** Events that overrun will incur additional charges to cover staff costs.
7. **Green rooms:** St John's has a large Vestry for use as a green room. However, this is where toilets are located and it is not always possible, therefore, to ensure that this area can be reserved for the sole use of the organisers. St John's also has a conference centre that can be used, use of this room must be hired at an additional fee, and those using it must adhere to the maximum capacity as outlined by the Events Manager.
8. **Stewards:** Where possible, event organisers should provide stewards/staff to manage the sale/checking of tickets and the sale of merchandise, and the safe management of those attending said event. It is not always possible for St John's to provide large numbers of stewards. Therefore, event organisers should give adequate attention to the stewarding needs of their event.
9. **Bar and Servery:** A bar can be provided for your event by prior arrangement and profits go to St John's. Use of servery is not permitted except with prior written agreement.
10. **Seating arrangements:** Any changes to the number and orientation of seats must be agreed with the Events Manager who *may* assist with the setting out for you prior to the event. **Any changes made to the furniture during the event by the event organisers must be corrected before vacating the church, failure to do so will result in additional fees.** The church should be left in the same good order as you find it upon arrival.
11. **Staging, AV and Lighting:** Event organisers may bring staging, lighting and AV equipment with prior agreement with the Events Manager, and at their own expense. Additional lighting and AV equipment cannot be fixed to the fabric of the church. It is the responsibility of the event organiser to ensure that the electricity supply is appropriate for any equipment used, and that any equipment will not endanger, overload, or damage the electrical supply, circuits, wirings, plug sockets, or other equipment. **All electrical equipment must be PAT tested.**
12. **Damage, rubbish, and lost property:** Any damage caused by the event should be reported to the Events Manager immediately, and the cost of damage may be charged. When leaving, please ensure all

rubbish is removed. Please do not leave any bags unattended in the church – St John’s will not accept any liability for items left unattended in the church, and they may be removed without notice.

13. **Insurance:** Event organisers must ensure that they possess adequate insurance cover at the time of the event. Any additional equipment used which is not the property of the St John’s must be insured by the event organisers. St John’s will require a copy of the insurance certificate and schedule of cover.
14. **Cancellation:** St John’s reserves the right to cancel any booking due to circumstances out of its control, or when the terms and conditions listed above have been breached. It is recommended that organisers hold their own insurance to protect against any financial losses caused by cancellation. If the event organiser wishes to cancel the booking before the date of the concert or event, the following refunds will apply:
  - Notice of more than four weeks: 80% of the fee
  - Notice of between two and four weeks: 60% of the fee.
  - Notice of between one and two weeks: 40% of the fee.
  - Notice of less than one week: NO refund.

St John’s reserves the right to amend or move bookings in order to fulfil its primary purpose as a place of worship. This right will not be unreasonably enforced. Neither party shall have any liability to the other for any failure to perform their respective obligations under this Agreement due to any cause beyond the control of the parties including without limitation any fire, earthquake, flood, epidemic, accident, explosion, casualty, strike, lock out, riot, civil disturbance, act of public enemy, embargo, the disruption of airline or other travel services, Act of God, act or threat of terrorism, war or armed conflict or intervention of military forces, death in the Royal Family, Covid-19 restrictions pertinent to either party in force (or coming into force) prior to or at the time of the event.

15. **Trustees reserve the right to cancel or refuse** any event found to be not in keeping with the ethos of the charity.

### **Event Sessions**

- Event bookings are scheduled in the following ‘sessions’ except by prior written arrangement.
- Events that overrun their scheduled ‘session’ or require rehearsal/setup/strike time outside of their scheduled ‘session’ will incur the relevant fees.
- Event ‘sessions’ are as follows: 09:00-13:00, 13:00-18:00, 18:00-22:00.

### **Event Fees**

- Small local community groups (fewer than 50 people) may be eligible for reduced event fees provided they meet our Community Criteria. Please discuss this with the Events Manager prior to booking your event.
- Large scale events, with intense workloads, and higher levels of disruption to the daily life of the church may incur higher fees than stated below.
- All events fees are based on the fees below and decided via consultation with the Events Manager.

#### **Small Event (Fewer than 150 people inc. performers):**

Monday – Thursday: £250

Friday – Saturday: £300

#### **Large Event (Exceeding 150 people inc. performers):**

£680

**Additional Rehearsal slots:** (This fee is charge for rehearsals required outside of your agreed ‘session’.

£45 per hour

**For Office Use Only:**

Please circulate the completed event form, and any subsequent updated forms, to the following church officers:  
Vicar, Assistant Curate, Events Manager, Benefice Administrator.