

**ST MARY'S CHURCH  
HIGH PAVEMENT  
NOTTINGHAM  
NG1 1HN**

**GUIDANCE NOTES FOR HIRE AND USE OF THE NAVE SPACE**

All hirers and users of the Nave Space at St Mary's Church need to understand and accept the following points.

**Contact details**

For clarification of these notes and additional information about bookings please contact the Events Coordinator, E: [events@stmarynotts.org](mailto:events@stmarynotts.org) mobile 07885 653360.

For general matters please contact the Parish Administrator, E: [dillsley@stmarynotts.org](mailto:dillsley@stmarynotts.org)  
tel: 0115 958 2105 [Mon-Fri, 10am-2pm]

**Bookings Policy**

Events in the Church must be in sympathy with the consecrated nature of the building and its churchyard. Bookings are for the Nave Space floor, kitchen and toilets only. All other areas are excluded, unless prior permission is obtained. Hire charges are assessed at the time of booking.

A deposit must be paid at the time of booking (see the Schedule of Hire Charges) and the balance paid no less than one calendar month before the event itself.

A refundable security deposit covering additional hours, damage etc. is also required some 4 weeks before the event.

All bookings are accepted subject to approval by the Church Events Co-coordinator on behalf of the Parochial Church Council. The right to refuse a booking is reserved.

**Cancellations**

Cancellations by the Hirer less than a month in advance will incur up to 50% of the agreed hire charges; less than one week's notice by the Hirer will incur up to FULL CHARGES. If the booking is not cancelled, but the Hirer fails to attend at the time of the Hire Term, the Church reserves the right to charge up to FULL CHARGES. If the Church needs to cancel an event in quite exceptional circumstances any deposit paid will be returned in full.

**Sub-Letting**

The Hirer may only sub-let, or further offer for hire, any of the accommodation booked under exceptional circumstances with the prior agreement of the Parish Office. For example, this may be permitted for a craft fair.

**Emergency Contact List for Summoning Help**

This is available from the Church's Duty Manager on the day of your event.

**Vehicular Access to the Churchyard**

Access to the churchyard is from St Mary's Gate and is very difficult for vehicles over 3 tonnes. Because of a City Council rising bollard, there is restricted access to the churchyard after 6.30pm. Exiting is not a problem. Hirers must discuss their requirements well in advance.

### **Access for the Disabled**

Disabled parking in the Churchyard should be advised in advance. Access suitable for wheelchair users is available through the main South and West entrances to the Church. Toilets suitable for wheelchair users are available.

### **Parking of Vehicles**

A maximum of three vehicles may be parked in the Churchyard. Disabled Hirers have priority at all times. The main west door is the principal fire exit and must not be obstructed.

### **Protection of Children and Vulnerable Adults**

It is the Hirer's responsibility to ensure that all persons responsible for the supervision of any children or vulnerable adults involved in their event comply with the Parish Safeguarding Policy (a copy is available from the Parish Office).

### **Security of Premises**

Hirers are responsible for controlling entry and exit in such a way that only authorised persons may enter the building. If members of the public are given access, their access must also be controlled.

### **Limit on numbers**

As a very general guide, numbers should not exceed 400 for concerts or seated for dinner and the total number of people present in the building, including all catering and bar staff, musicians, performers etc. should not exceed 520. Please contact the Events Coordinator for further guidance in relation to specific events. If alcohol is sold a Temporary Event Notice is required and there is a strict limit of 499 total occupancy.

### **Safety**

Please study, with due care, the Guidance Notes "Safety Matters" attached to this document.

### **Stewards**

To assist the Church Duty Manager in the event of an emergency or evacuation, the Hirer should nominate a number of Stewards, under the schedule provided in the section "Safety Matters". Stewards should be made known to the Duty Manager 60 minutes prior to the event starting.

### **Use of Space**

St Mary's Church is a Grade 1 listed building that houses an important collection of historic and other artefacts, the safety and security of which is of paramount. The Organiser will ensure that no person:-

1. Fixes anything to the structure or contents of the Church
2. Marks, soils, or damages the structure or contents of the Church
3. Paints or constructs anything within the Church.
4. Whilst the Church wishes to be as flexible as possible, layout of the hired area must be agreed in advance.
5. The area designated for storage must be left in a clean and tidy condition.
6. No helium filled balloons, smoke machines etc, are to be used in the Church without prior permission.
7. No LPG cylinders or highly flammable substances are allowed on the premises.

### **Furniture and Equipment**

The Church attempts to safely maintain all furniture and equipment made available to the Hirer. Nonetheless, the Hirer should check such items prior to their use and report to the Verger or Duty

Manager any faults or damage so that arrangements can be made for their repair. All borrowed equipment must be returned to the Verger after use. Any equipment owned by the Hirer and brought on to the premises is the responsibility of the Hirer. **Furniture and equipment must NOT be dragged across the Church floor.**

### **Storage of Furniture and Equipment**

No equipment may be stored at the Church without prior permission. The Church cannot accept responsibility for the security of equipment delivered prior to the event or stored afterwards.

### **Deliveries**

Deliveries must be arranged in advance with the Parish Administrator and take place during church opening hours which are normally, 10.00am - 3.00pm Monday to Friday, unless otherwise arranged.

### **Water and Electricity**

The Hirer is responsible for switching off power and water after use. Extreme care must be taken when siting and using portable water boilers - for further information, contact the Verger or Duty Manager.

### **Food Safety and Personal Hygiene**

If the kitchen [comparable in size to a domestic kitchen] is to be used for food production for others, consideration of basic food hygiene and personal hygiene standards must be taken into account. All crockery, cutlery, glassware etc. must be washed, dried and put away after use.

### **Catering Arrangements**

Final details of all catering arrangements must be communicated to the St Mary's Events Manager no later than 7 working days prior to the event. The Church strongly recommends that Hirers use only appropriately Registered Caterers who are registered with the Nottingham City Council Food Safety Team. To contact the Team for advice, or to check Registration, phone 0115 876 1488 or email

[food.enforcement@nottinghamcity.gov.uk](mailto:food.enforcement@nottinghamcity.gov.uk)

For further clarification, for one-off events such as a Summer Fair or Fete or Birthday Party etc, it is not necessary for the Caterer to be registered. However, if a Caterer is preparing, selling or giving out food (more than tea and biscuits) on a regular basis, such as a Catering Business, registration is a legal Requirement. Note that Food Law does NOT distinguish between private and public events.

### **Alcohol**

Modest and limited consumption of alcohol is permitted, but on the understanding that arrangements must not facilitate uncontrolled drinking. The serving of alcohol from a bar over any more than a limited period of time is not allowed. Local Authority legislation must be complied with if alcohol is offered for sale.

### **Personal possessions**

The Hirer must take appropriate action, including insurance cover, to ensure the security of their own and others individual personal belongings, as the Church is unable to accept responsibility or liability whilst the premises are occupied and under the Hirer's control.

## **Lost Property**

If you find any valuables, including keys, please give them to the Church Duty Manager on the day of your event, or return them to the Parish Office.

## **General**

Please report any damage to furniture, equipment, or property immediately to the Verger or Duty Manager in order that the item can be made safe or repaired. Please ensure all persons treat the premises with the respect befitting a Church that is in active use as a place of worship. Please run your event in an orderly fashion and keep the premises tidy.

## **Animals**

No animals (other than assistance dogs) are permitted in the Church Building unless, exceptionally, they are required as part of a service or performance, in which case arrangements must be agreed with the Parish Office at the time of the initial booking.

## **Posters/Signage**

1. All event signage will be provided by the Hirer, unless the Church has agreed otherwise.
2. All event signage will be located in areas agreed with the Church in advance.
3. Signage, posters or similar must not be affixed to walls, doors, display boards, glazing without prior agreement
4. Any damage caused by fixing unauthorised signage etc. will be charged for.

## **Vacating Premises after Use**

The Hirer must ensure that all persons have vacated the premises at the end of the event, and is responsible for any 'lost property' during the event. Events must end, and the Church be vacated, by 11pm, unless specific permission has been granted in advance. Any keys used should be returned to the Duty Manager. Please leave the building quietly and respect our neighbours.

The church must be left by the hirer in the condition as at the beginning of the period of hire. Arrangements for cleaning and tidying should be agreed by the Parish Office before the event takes place. Organisers of events taking place on a Saturday evening must bear in mind that the church will be used for services early on Sunday morning.

## **Removal of Rubbish**

Hirers must remove ALL rubbish immediately after the event, or make special arrangements with the Parish Office.

## **Force Majeure**

The Church shall not be liable for any failure or delay in delivering its obligations where such failure or delay results from a cause beyond its reasonable control. Examples of such causes include, but are not limited to: power failure, industrial action, civil unrest, fire, flood, storms, acts of terrorism, governmental action, or any other significant event that is beyond the Church's control. In the most exceptional circumstances the Church reserves its right to prioritise its role as a focus for religious gatherings over all other uses.

## **Useful Contacts List**

A list of useful contacts list is posted in the kitchen at St Mary's.

### **Public Liability (Third Party) Insurance**

The Public Liability (third party) Insurance held by the Church provides an indemnity to the Parochial Church Council (PCC) as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property while the premises are being used for a service or function organised by the PCC.

**This insurance, however, does not extend to indemnify any outside groups hiring the premises, so, with the previous comments in mind, the PCC require sight of a copy of the current Public Liability Certificate held by the Hirer which should be for a minimum of £500,000.**

A List of Insurers who offer this type of insurance is available from the Parish Office.

Most organisations which operate on a regular basis are likely to have such insurance cover, and any individuals hiring the premises for a private function should check with their household insurers to ensure that the Public Liability cover would extend to include the organising of such an event.

### **Performing Rights Society (PRS)**

The fee quoted in the “Schedule of Charges”, is the Church fee for all the administration involved in processing the PRS submission.

All charges made by the Performing Rights Society will be passed on to the concert organisers. To comply with Performing Rights Society Legal requirements, two copies of the programme (or list of all works to be performed if a programme is not available), and the form below, should be submitted to the Parish Office within 7 days of the concert.

## **SAFETY MATTERS**

### **Health and Safety**

The Church has a formal Health and Safety Policy and it takes precautions to ensure and maintain the safety of its buildings, equipment, furniture and contents. The Hirer must also be aware of their Health and Safety responsibilities during the period of hire, to ensure the safe use of the premises and equipment so as not to endanger others by their activities. Likely hazards might be avoiding ‘slips and trips’ from spillages or trailing wires. Another area for consideration is controlling the movement of any items of heavy equipment and furniture.

### **Safety Announcement**

A Safety Announcement will be made at the start of all concerts and events. The Duty Manager, together with any Stewards provided by the Hirer, will oversee any emergency evacuation of the building in accordance with the Church’s procedures.

### **Fire Precautions**

All Hirers must be aware of the fire prevention and the fire safety precautions provided by the Church, and, under the direction of the Duty Manager, have a plan for the action to be taken in the event of a fire, which will include raising the alarm, informing the Fire Brigade and organising the evacuation of the building. Aisles, gangways and exits must not be obstructed at any time.

Should an evacuation prove necessary, directions will be given so that everyone leaves through the nearest exit door, closing all doors behind them. The Duty Manager will then organise a sweep of the building. The Assembly Point following an evacuation is in the churchyard near the vehicle access gate.

**First Aid**

A First Aid Box is kept in the kitchen. If the event for which the premises have been hired involves a large number of people, consideration should be given to the provision of a qualified First Aider and additional First Aid resources. An Accident Report Book is also provided in the kitchen and should be completed where necessary by the Duty Manager, Hirer or their representative.

**Smoking**

Smoking is **not** permitted in the church building and surrounding churchyard.

**Naked flames**

Candles and other naked flames (including portable gas-burning items) are not allowed in the building without prior agreement at the time a booking is made.

**Stewards**

To assist the Church Duty Manager in the event of an emergency or evacuation, the Hirer should nominate Stewards in accordance with the following schedule. The Stewards should be made known to the Duty Manager some 60 minutes before an event starts, to enable the safety briefings to take place:-

Total number of people in the building:

001--200	2 Stewards
200--400	4 Stewards
400--600	6 Stewards
Over 600	8 Stewards

**GUIDANCE NOTES ON PHOTOGRAPHY, RECORDINGS AND VIDEOS****General**

St Mary's Church generally allows private-use photography, sound and video recording within the Church premises and grounds. Prior permission should be sought from the Church Office Staff and should be declared on the Booking Form at the time of booking. Fees are payable when using Church Musicians.

Taking photographs of adults in services/events at the Church is acceptable as long as a clear announcement is made to people so that they can opt out if they want. If relevant to the event, it should be made clear that images may be used in a guidebook or other publicity.

However, several restrictions apply where children are involved or where the photographs, videos and other recordings may be used for particular purposes, as outlined below:-

**Children**

Images of children must not be taken without permission (ideally written) from their parents. For a school event, parents will have to give advance written permission for photos to be taken. When permission is given, photographers should take group shots and avoid individual portraits or close-ups.

Photographs of children must not be posted on social media.

Photography from the back of a large scale service or event (where only the backs of heads are visible), is allowed since individual children cannot be identified.

## Commercial

The Hirer shall not grant broadcast rights (whether sound, television, cable or satellite) to any third party in respect of the event without the prior consent of the Church and, as a condition of such consent, the Church reserves the right to take part in any negotiations, to be a third party to the terms and conditions of any agreement reached and to take all or share in any income and publicity delivered therefrom.

All parties wishing to record or video Services or Events with any musical content must purchase a Limited Manufacture Licence (LML) from [www.prsformusic.com](http://www.prsformusic.com). This will allow them to produce a specified number of copies for distribution among friends, congregations, or to sell for fundraising or other purposes.

Please be aware that the following conditions are not covered by the LML, so further information should be sought from [www.prsformusic.com](http://www.prsformusic.com) or the Parish Administrator

- Recording or videoing of pre-recorded music played at the service
- Overlaying of pre-recorded music onto the video of the wedding/service
- Recording/video of receptions/parties/bands or other music outside of the service
- Opera, ballet or other Dramatico Musical works, permission to use these must be sought directly from the publisher
- Distribution by a third party
- Words from copyrighted sources
- Videos/recordings used for corporate/advertising purposes
- Charities with PAYE employees

Please note the Church does NOT have a licence for the recording of copyright texts, including poetry, the Book of Common Prayer and Alternative Service Book among others. Permission to record these should be sought directly from the Publisher.