

**Introduction**

St. Michael's church is a Church of England parish church. As a Christian place of worship we seek to serve the community both spiritually and practically. If you are thinking of using our church we ask that you respect our neighbours and the city centre community, and take all reasonable steps to ensure that activities in the building show consideration for our ethical and spiritual beliefs. Every public event will start with a welcome and safety briefing by one of the St Michael's Ministry Team, which will include a prayer.

**Charges and conditions of hire**

**Hire charges for 2016**

- The church, crypt, café area and mezzanine gallery are available for hire for events, concerts and exhibitions. Please contact the church office to discuss your specific requirements.
- The church is generally available for hire on weekday and weekend evenings. Please contact the office to check for availability and charges. The Church is generally not available for hire during the day, but please contact the office if you have a special event and we will be pleased to help if we can.
- Some areas of the church are available to book during the day, or, in the case of exhibitions, for longer periods. Please contact the office to discuss your requirements.
- Hire charges are as detailed below. For events in the main church hire charges are based on the price of tickets for the event:

<b>Main church</b>		<b>Mezzanine gallery/café</b>	<b>Crypt</b>
<b>Ticket price</b>	<b>Basic charge</b>		
£0 - £5 -	£300	£100 per evening.	£120.00 per day
£6 - £10 -	£400	For exhibition rates please contact the St. Michael's office.	£75.00 per half day
£10 - £14 -	£490		£35.00 for evening hire for meetings.
£14 + -	£580		For individual room rates please contact the St. Michael's office

- St. Michael's is also available for non-ticket/private events. Please contact the office for more information.
- A lower charge may be available for charity fundraising events. Please contact the office for further details.
- The 'Basic charge' listed above includes exclusive use of the venue generally from 5.00pm on the afternoon of the booking, and the attendance of a duty manager. Unless by prior arrangement with St. Michael's hirers must be clear of the building the same evening.
- Layout – the 'Basic Charge' provides the hirer with the venue laid out in the normal way for a Sunday service and includes up to 120 upholstered chairs, in an arc facing the altar area. This layout can be changed as required by the hirer, but will incur extra fees as follows:
  - Additional set and clear of church area £75.00+vat
  - Hire of wine glasses – including washing up (approx 120) £35.00+vat
  - Refreshments bar - set up and man, including glasses/crockery hire including alcohol license fee £90.00+vat
- Additional rehearsal and set-up time is by arrangement with St. Michaels. Where hirers wish to use the building before 5.00pm they will not have exclusive use of the building as the building and café will be open to the public. Rehearsals taking place during this time must not disrupt the normal business of the Church or Café.

Set-up and rehearsal time on days prior to the date of booking may be available at a rate of £25 per hour by arrangement.

### **PA/AV System**

- Use of the venue PA system is available at an extra cost. For one/two microphone speaking events the fee is £50.00 + vat.
- For any other requirements a sound desk operator is required for performances (or where set-up and sound checks are required other than on the evening of the event) and there is a rate of £15 + vat per hour.
- Screen and digital projector can be hired at £40.00 +vat per evening
- For more complex requirements please ask for details.

### **Organ**

Use of the organ is available at an extra cost of £40 plus VAT

### **Lighting**

- Please discuss your lighting requirements with the church at the time of booking. Provision of additional lighting should be through St. Michael's preferred lighting contractor, 'Enlightened Lighting'. Contact details available via the church office.

### **Use of crypt facilities**

- Use of the crypt facilities (kitchen, meeting/storage rooms) is by arrangement with St. Michael's and is dependant on availability. Please contact the office for more information.

### **Alcohol and licensing**

- In principle alcohol may be served at events at St. Michael's. Please contact the office to discuss your requirements and we will be able to advise on licensing and stewarding arrangements.
- The hirer is responsible for ensuring all staff selling alcohol are full aware of their legal responsibilities in relation to the current the licensing laws within the UK, and operate the bar within these laws.
  - Event Bar fee for selling alcohol £25.00+vat

### **Catering**

- Catering for events can be provided by St Michaels. Please ask for further details.

### **Performing rights society**

- Users of St. Michael's are required to pay performing rights fees as assessed by the Performing Rights Society on any copyright material performed. Hirers will be invoiced for fees due on any copyright material performed, and will need to provide St. Michael's with details of ticket sales and revenues where copyright material is used during a performance.

### **Payment and cancellation**

- A deposit of 25% of the booking fee is due on confirmation of hire. The balance must be paid no later than 14 days in advance of the event.
- In the event of the cancellation of a confirmed booking the following refunds will apply:
  - More than three months before the event: Deposit refund less 25%
  - Less than three months before the event: No deposit refund due.

## Conditions

1. St. Michael's shall be used only for the function(s) shown on the booking form. St. Michael's must be informed of any change in the type of function(s) planned and the Hirer acknowledges that St. Michael's can refuse to consent to such a change.
2. The Hirer may not assign the rights acquired under a hire agreement to any other person.
3. If the event involves children or the audience is mainly children the Hirer must work within the conditions of the Diocesan Child Protection Policy. Part of the Hirer's risk assessment (see below) must include provision for adequate stewarding and supervision arrangements for children.
4. Hirers are responsible for ensuring that no drunk or disorderly person is allowed into St. Michael's, and must evict anyone who becomes drunk and disorderly whilst in St. Michael's.
5. Hirers are responsible for providing First Aid arrangements for their event. Accidents occurring during set up or a performance must be reported to the duty manager and an accident form filled in.
6. The Hirer shall be responsible for proper order within St. Michael's. In particular, the Hirer shall be responsible for the provision of adequate stewarding cover for the event in accordance with the St. Michael's stewarding guidelines.
7. The Hirer is required to complete a risk assessment to cover the specific nature of their event and provide a copy to St. Michael's. The Hirer shall also comply with St. Michael's own venue risk assessment. All users are required to understand and sign the St. Michael's fire procedures prior to using the building.
8. The Hirer is required to work with the duty manager supplied by St. Michael's and understands that the duty manager's decisions will be final in all matters relating to the use of the building and especially for Health and Safety matters.
9. The Hirer shall be responsible for the security of St. Michael's during the period of hire. At no time should any external door be left open and unattended. A steward or doorman should be located at the main entrance to the church at all times during the hire period. It is the responsibility of the Hirer to ensure that the crypt is also secure, and if used by the Hirer, keep locked or manned as necessary.
10. The number of persons attending an event in St. Michael's shall not exceed the number agreed in advance with St. Michael's.
11. The Hirer must be able to demonstrate that it has adequate Public Liability Insurance to cover any claims arising directly from their activities or the use of any of their equipment brought into St. Michael's.
12. The Hirer shall be responsible to St. Michael's for any damage caused by or arising out of its hiring of St. Michael's whether to the fabric of the church, internal finishes or fittings or to any property or furniture or other items owned by the church. St. Michael's may at its own option have such damage repaired or damaged items replaced or repaired and the Hirer shall reimburse St. Michael's for the cost thereof on demand.
13. If the hirer is serving drinks or food/refreshments they are responsible for taking away empty bottles, general waste and cardboard for recycling at the end of the booking period. Failure to do this may result in a disposal fee being charged.
14. No animals are allowed in St. Michael's except for guide dogs/hearing dogs accompanying their owners.
15. Extra fittings, staging, scaffolding, curtaining, props or decorations shall only be erected or brought into St. Michael's by prior arrangement with St. Michael's. No prop, decoration, sign or other article may be stuck, glued

St. Michael's Hospitality,  
St. Michael's Church,  
Broad Street,  
Bath, BA1 5LJ  
www.stmichaelsbath.org.uk  
01225 447103



sellotaped or in any other way fixed to any part of St. Michael's or any furniture therein except with the prior approval of St. Michael's.

16. No alteration or addition to the existing lighting arrangements shall be carried out, nor additional power sockets installed. Extra lighting, public address systems, audio-visual equipment or similar equipment may be used only by prior arrangements with St. Michael's and with the oversight of St. Michael's staff or their approved contractors, for which there may be an extra charge. All approved additional equipment must have been tested for safety and be labelled with the date of the last test.

17. All equipment, fittings etc erected or brought into St. Michael's by the Hirer shall be removed immediately upon completion of the hiring unless by prior arrangement with St. Michael's. In the event of the Hirer failing to clear equipment St. Michael's shall do this at the sole expense of the Hirer. All Saturday night hirers must remove all of their property by the end of the evening to enable Sunday worship the following day.

18. St. Michael's shall not be liable for any loss or damage to property or goods used or exhibited in St. Michael's or left by the Hirer or persons attending the event.

19. St. Michael's is liable for fees due for the performance of copyright music. The Hirer is required to provide full information of their programme and box office receipts and St. Michael's will invoice the Hirer for any fees due. The Hirer agrees to pay such fees to St. Michael's.

20. If St. Michael's considers that any planned event, performance or activity that is taking place or is likely to take place in St. Michael's is, or is likely to be, offensive, immoral or contrary to any law or regulation, or is likely to run counter to the celebration of faith, hope and love that is at the heart of St. Michael's' Christian belief then St. Michael's, as head lessors, may forthwith terminate the hire agreement.

St. Michael's Church