

Events Booking Form

Day and Date of event: _____

PO/enquiry number: (your reference) _____

Event Title: _____

Event times – start: _____ end: _____

Access required from: _____ to: _____

Set up times – from: _____ to: _____

from: _____ to: _____

Will you require access the day before? _____

Equipment you will bring: (stage, lighting etc) _____

Rehearsal times – from: _____ to: _____

Please note: Due to Cathedral rehearsals/services it is not possible for you to set up or rehearse during the following times, set times may be increased outside of term-time.

Monday to Friday:

9.00am - 9.45am; 1.00pm – 1.45pm; 4.00pm - 6.30pm

Saturday: 9.00am – 9.45am; 3.00pm - 6.30pm

Sunday: Until 12.30pm; 3.30pm - 6.30pm

Numbers expected: _____

(see Terms & Conditions 5 for guidance)

Organisation: _____

Contact name: _____

Address: _____

Postcode: _____

Invoice address: (if applicable) _____

Postcode: _____

Telephone: _____

Email: _____

Areas required:

Nave	Chapter House	
Library	Kitchen	
Regimental Chapel	Cathedral Visitor Centre	
Refectory		

Will you require these rooms all day? _____

Requirements and Extras:

Wi-Fi	Uplighters
Digital projector	Cathedral Sound / PA system
Flip charts	Cathedral Choir* Organ*
PC laptop	Piano* Organist/Accompanist*
TV & Video	Nave furniture and Choir Stalls removed

*see terms and conditions 38

Number of tables required: _____

Number of chairs required: _____

Visiting choir: (name & total numbers) _____

Visiting orchestra: (name & total numbers) _____

Name of Catering and AV Supplier : _____

Timings: (i.e. Breaks, lunch) _____

Will the event be recorded? Yes No

Will you be leaving items overnight? Yes No

Rooms and facility charges

I understand that there is an out of hours access charge of £200 per hour for access before 8.00am and for events that exceed 11.00pm

I understand that charges relating to the cleaning, security and additional porter set-up of the Cathedral for events will be in addition to the hire fee charges.

I have read and agree to comply with the Terms and Conditions overleaf, and with the Cathedral's guide to Event PPP <http://events.manchestercathedral.org>. I have also read and agree to comply with our Event Planning, Policies and Procedures guide.

Signed: _____

Print: _____ Date: _____

Please return this form to:

Director of Fundraising & Development
Manchester Cathedral

Terms & Conditions

1. All bookings must be made by written application and will only be confirmed on receipt of this booking form

2. In the event that the hirer terminates the booking, the following cancellation charges will apply:

- Within 7 days – 100% of hire charge
- Within 8-31 days – 50% of hire charge
- Within 31- 180 days – 25% of hire charge
- Within 180 to 365 days – 10% of the hire charge
- Over 365 days – no charge

3. All cancellations should be made in writing. In the event that a booking is made within 365 days of any event the aforementioned cancellation policy will apply

4. All timings, including set up requirements, must conform to fit within the Cathedral diary, its regular pattern of worship and pre-booked events

5. Numbers attending should include all personnel involved in setting up and running the event together with the numbers you are expecting to attend

6. A member or officer of the Cathedral Chapter will welcome all events.

7. Permission must be obtained to move furniture, fittings or lights

8. Permission should be sought for the distribution or display of any promotional material in the Cathedral or on its notice boards

9. Smoking is not permitted anywhere within the footprint of the Cathedral or its Visitor centre

10. Users of the facilities are responsible for all personal belongings and equipment. Insurance for major events is advisable

11. Organisations supervising children and students should stay with their group at all times. Please ensure that children and students understand the need for quiet in a place of worship and organisations are responsible for the control and supervision of their group. No child or student is to be left unsupervised in any area at any time. Please ensure accompanying supervisors are fully briefed prior to the visit

12. Any damage caused during a letting should immediately be reported to a member of the Cathedral staff. The cost of repairing the damage may be charged

13. All equipment hired in or brought into the Cathedral for events or services must either be on rubber type wheels or have rubber type feet

14. No equipment is to be dragged across the floor and any equipment such as staging/lighting/sound equipment/speakers must be stood on suitable rubber type matting

15. Adequate care to avoid spillages must be undertaken in all areas used for the service of food or beverages

16. Any damage to the floor caused by non-compliance to these terms will be subject to an additional charge

17. Please note that the use of blu-tack is not allowed. Flipcharts can be provided as an alternative

18. Users of the Cathedral premises are subject to the authority of the Dean and/or an officer or a member of the Cathedral Chapter

19. In the event of an emergency follow the instructions by the Cathedral Vergers, fire wardens and/or members of the emergency services

20. Any equipment brought into the building must have proof of current PAT certification

21. All prices quoted do not include VAT

22. Profits from using this facility go towards the Cathedral's mission which includes Worship, Music, Education, the support of its work with the long-term Unemployed through Volition Community (www.volitioncommunity.org) and allowing free access for over 250,000 people per year

23. The premises must be left in the same condition as found, in particular, make good clean and tidy any part of the premises used in support of your event

24. Costs of providing portable toilets/restrooms must be met by the promoter and/or client hiring the Cathedral

25. All refuse and waste generated will need to be cleared away at the end of the event. A minimum charge of £500 will be applied if this condition is not met

26. Alterations of any kind to the fabric of the building are not permitted

27. PRS fees (if applicable) will be invoiced separately after the event

28. A person qualified in first aid must be in attendance at events

29. Any risk assessments, third party indemnity and insurance must be in place and agreed with Manchester Cathedral before the event takes place. All costs incurred as part of this process will be the responsibility of the person agreeing to these terms and conditions

30. Items left overnight in the Cathedral are not the responsibility of Manchester Cathedral and must be cleared away before 9.00am the following morning. Failure to do this will involve a surcharge of £250.00 per hour after 9.00am

31. Where appropriate, an additional cleaning charge will be applied to events where the Cathedral will need to be prepared for its operational effectiveness

32. Pre and post collections are not allowed to take place without the expressed permission of Manchester Cathedral

33. No beer pumps are allowed in the Cathedral, all beverage requirements must be cleared with the Cathedral as part of the booking process

34. All publicity material must include the Cathedral Logo in the top or bottom right corner, the artwork is available on request

35. All invoices must be settled in full within 30 days of issue

36. Prior permission must be sought for the hire of the Stoller Organ, mobile console, Piano, cathedral choir and organist from the Cathedral Organist and Master of the Choristers

37. Under no circumstances are portable gas appliances to be used within the Cathedral buildings. The use of outside gas appliances are only to be used after discussion and in agreement with the Cathedral Logistics Officer. A risk assessment will also be required

38. On certain occasions where the Cathedral Management feels it necessary, General Risk Assessments and Fire Risk Assessments may need to be produced and a copy given to the Cathedral.

39. This agreement shall be governed by English Law

40. No variation of these terms and conditions shall be effective unless agreed in writing with Manchester Cathedral

41. No forbearance shall amount to a variation or waiver of these terms and conditions without prior written agreement