

# 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: \_\_\_\_\_

Will there be any groups of children, young people or vulnerable adults involved? If so, please provide name & contact details of Safeguarding staff member. \*(See T&C 11 for further guidance)

**Areas required:**

Nave	Chapter House
Library	Kitchen
Regimental Chapel	Cathedral Visitor Centre
Refectory	Jesus Chapel

Will you require these rooms all day? \_\_\_\_\_

**Requirements and Extras:**

Wi-Fi	Cathedral Sound / PA system
Digital projector and screen	Gentlemen of the Choir
Flip charts	Piano *
PC laptop	Accompanist *
TV and Video	Nave furniture and Choir Stalls removed
Uplighters	

\*see terms and conditions No 36 and 43

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 £300 per hour for access before 8.00am and for events that exceed 11.00pm, this includes derigging time.

I understand that charges relating to the cleaning, security, porter set-up and staffing of the Cathedral for events will be in addition to the hire fee charges. This also includes staff accommodation for evening events.

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/or vulnerable adults must be supervised at all times and should stay with their groups. Please ensure that children and vulnerable adults understand the need for quiet in a place of worship, organisations are responsible for the control and supervision of their group. No child or vulnerable adult should be left unsupervised in any area at any time.

Details of our code of safer working practice, safeguarding policy and safeguarding officers can be found on our website at [www.manchestercathedral.org/safeguarding](http://www.manchestercathedral.org/safeguarding)

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](http://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 obtained for the use of the Grand Piano from the Organist & Master of the Choristers. The Stoller organ is not available for hire unless played by the Organist & Master of the Choristers, or his assistant. Please see No43 for costs.

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 assessments 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

42. In the event of a national or global event which has a direct impact on the operational delivery of Manchester Cathedral. The Dean and Canons of Manchester can cancel and/or postpone any event with immediate effect which has an adverse effect on the mission of the Cathedral to serve the people and Diocese of Manchester.

43. Hire of Grand Piano £400.00 (£50.00 for a charity event)  
Organist or Accompanist £300.00  
Gentlemen of the Choir (6) £1,500.00  
Additional professional soprano(s) £200.00 each

