



Event Planning Policy and Procedures

A Brief History

There has been a parish church on or near the site of the Cathedral since the late Anglo Saxon or early Norman period, as is evidenced by a fragment of decorated masonry surviving from that time, known as 'The Angel Stone' which is available to view in the Nave.

In the 13th century, a large stone-built parish church was erected at the centre of the ancient parish of Manchester, which was then 60 square miles in area. By the early 15th century, it was considered that the two parish priests serving this huge parish were not sufficient to administer to the cure of souls and so Thomas de la Warre, the 12th Baron of Manchester, petitioned the Pope and then King Henry V, to allow him to appropriate the parish church and raise it into a Collegiate Church.

The Collegiate Church was founded in 1421, and the original site of the baronial hall was given over to become the communal residence for the College. The buildings which now form Chetham's Library and Chetham's School of Music were once the cloisters which housed a Warden and eight Fellows of the College, along with the various Chaplains, officers of the college, and the choir of four clerks and six choristers.

The Collegiate Church was dissolved in 1547 by Edward VI, but refounded by Queen Mary ten years later as 'The College of the Blessed Virgin Mary' in Manchester. The College was refounded once again as 'The College of Christ' in Manchester by Queen Elizabeth I in 1578, and once more by King Charles I in 1635.

In 1847 the Collegiate Church became a Cathedral for the newly-formed Diocese of Manchester.

Manchester boasts the widest Cathedral nave in the country, because of the cluster of chantry chapels that were added to the body of the church before the Reformation. During the industrial period, the population of Manchester grew so rapidly that extra space was needed in the church to accommodate the congregation, so the chantry chapels were swept away and resulted in one huge nave space.

This document is to inform and assist in the organisation of an event at the Cathedral.

As the Cathedral is a historic listed building, all persons using the Cathedral for their own events must adhere to the details specified in this document.

SECTION

- 1. Cathedral Opening Times**
- 2. Services**
- 3. Open Door Policy**
- 4. Load –In Instructions**
- 5. Load Out- Instruction**
- 6. Cathedral Fabric**
- 7. Health and Safety**
- 8. Fire Alarm System**
- 9. Noise Levels and Decibel Monitoring**
- 10. Gas Cylinders**
- 11. Water Supplies**
- 12. Requirements for Temporary Electrical Installations**
- 13. First Aid**
- 14. CCTV in the Cathedral**
- 15. Cathedral Equipment available for use**
- 16. Cathedral interior spaces**
- 17. Cathedral Interior spaces**
- 18. Hearing Loop**
- 19. Cathedral Cleaning and Porterage**
- 20. Waste Removal**

1. Cathedral opening times

The Cathedral normally opens at 8.00 am; earlier opening times can usually be arranged on request.

The Cathedral normally closes after Evensong which is approximately 6.30pm.

For events we have later opening times, dependant on the event.

The Cathedral is licensed for the sale of alcohol from 12.00 noon till 11.59pm.

This can be extended with a further licence application. We can also use our licence to apply for a Temporary Events Notice (TEN) for external events. These further applications cost £50.00 each and at least 4 weeks' notice is required.

Additional staff costs may be incurred.

2. Services

The Cathedral is a working church and has daily services which under the **Statutes** of the Cathedral are a legal requirement.

The service times do vary during the school holiday periods when our choristers are on vacation.

The regular service times are as follows;

Monday – Friday

9.00am Morning Prayer

1.10pm Holy Communion

5.30pm Choral Evensong (Tuesday-Thursday)

4.30pm Evening Prayer (Monday & Friday)

Saturday

9.00am Morning Prayer, 9.15am Holy Communion, 5.30pm Choral Evensong

Sunday

8.45am Matins, 9.00am Holy Communion, 10.30am Sung Eucharist, 5.30pm Choral Evensong

3. Open Door Policy

The Cathedral has an open door policy which means that all members of the public, who wish to visit, even if it is not for a service, are always welcome.

We actively encourage tourism and arrange tours and visits.

Event organisers should consider this when organising the setup of an event.

All hazards and equipment set-up need to be managed so that a safe environment is maintained for both visitors and worshipers.

4. Load – In Instructions

Level access is available through the south entrance and this is reached via the adjacent ramp.

- Vehicles are permitted to drive up the ramp to off-load. Notice needs to be given to the Cathedral in advance so the bollards can be lowered.
- Once unloaded, vehicles must be parked off site unless by prior arrangement with the Cathedral.
- **It is most important that event organisers and their contractors understand that the Cathedral floor is made from natural limestone and is liable to scratch if sharp items are dragged over the floor.**
- **All equipment needs to be transported into the Cathedral on rubber-wheeled trolleys unless it is carried.**
- **Under no circumstances may any equipment, tables, chairs etc. be dragged across the floor.**
- **Any equipment placed on the floor must have suitable non-scratch feet or be set up on rubber protection mats. These may be available in small numbers from the Cathedral, but it is the responsibility of the event organiser to supply adequate protection where required.**
- During load-in and set-up; all equipment needs to be safely stored within an area which is designated “not for public access”. The Cathedral will provide red and white tape/chain to highlight this area.

Set-up and all working must stop 10 minutes before and during the service times listed in Point 2, and in the case of **Evensong; 45 minutes before to allow for choir rehearsals.** During these periods, **complete silence** must be observed.

5. Load – out Instructions

When events are being cleared away and loaded out of the Cathedral, the same instructions as Load – In apply.

- All equipment is required to be removed from the Cathedral within the agreed timescale. We do not have any spare storage capacity in the Cathedral therefore any items left for excessive periods of time may be disposed of without notice and may incur a charge.
- Any refuse created by the event and its contactors must be taken away from the Cathedral during load–out. See item 20. The Cathedral has a recycling policy and encourages event organisers do the same.
- There must be a member of the catering staff present until all hired-in equipment is removed from the Cathedral.

The Cathedral will not be liable for any losses.

6. Cathedral Fabric

As mentioned above, the Cathedral floor is limestone and susceptible to scratching if care is not taken. The floor has also been treated with a protection formula which extends the time in which spillages start to damage the floor. Where possible, any spillages should be mopped up immediately, but certainly within 10 minutes.

The heating system for the Cathedral is from Geo thermal wells under the Cathedral. The heat is then distributed throughout the Cathedral via underfloor heating pipes.

The Cathedral floor has a maximum weight loading of:

5 Kilonewtons, (0.51 tf) per sq. metre.

The Cathedral walls are mostly sandstone and again should be treated with care. No fixings are permitted to be used on the walls or pillars, and blue tack must not be used.

Any signage should be free-standing using pedestal sign holders.

If Truss scaffolding is to be erected for lighting etc., will grant permission for it to be secured to the stone pillars with fabric strapping. Foam type padding protection must be placed between the truss and the stone pillar. The feet need to be on rubber matting.

The Quire screen is **not to be included in any staging arrangements** and must not support any other structure. All equipment, staging etc. must be a **minimum of 1 metre away** from the screen.

Previously the Cathedral permitted the use of the organ loft for performances in certain circumstances. Now that the Cathedral has a new organ, this space is no longer available.

The Quire and Lady Chapel are both sacred spaces and are not to be included in any arrangements for events other than for acts of worship, unless specific permission is given by the Dean of Manchester.

All outside areas and pathways need to be kept clear; event organisers should make sure that entrances are not blocked during load-in and out. Access must be maintained at all times.

7. Health and Safety

The Cathedral has a Health and Safety Policy which is available for inspection on request.

We require all event organisers to supply us with the relevant Risk Assessments, Method Statements and Schedule of Works where appropriate; at least 10 days prior to the set-up date/event date.

8. Fire Alarm System

The Cathedral has a fully functioning fire alarm system which communicates directly to the emergency services should it be activated.

As a building of historical importance, a full fire crew would attend with multiple units. It is therefore vital that we do not cause false alarms.

The nave has a sensitive air sampling system in the roof space for fire detection known as VESDA (Very Early Smoke Detection Apparatus). All event organisers must be aware that smoke or haze used for lighting effects **must not be used until the system has been isolated**.

As well as an evacuation plan the Cathedral also has an evacuation plan should the building need to be in a dynamic lockdown situation. All staff are aware of the procedures that support the plan.

9. Noise Levels and Decibel Monitoring

The noise level at which concerts can perform is limited to an upper level of 85 decibels. This is a peak level and must not be reached for more than 20 seconds in any 5 minute period during a performance. At 80 decibels, event organisers are legally required to provide ear defenders to their staff and guests if they require them.

The Cathedral will monitor noise levels and will - if deemed necessary - switch off the power source should it become clear that the Cathedral fabric is at risk. This would be a last resort after prior consultation with the event organiser.

10. Gas Cylinders

The use of gas and gas cylinders of any description is strictly prohibited in the Cathedral.

11. Water Supplies

Event organisers should be aware that we have no cold water supplies in the Cathedral Nave itself.

Hot and cold water is available in the Cathedral Kitchen.

12. Requirements for Temporary Electrical Installations

The following requirements are for the connection of any temporary system to the Cathedral fixed electrical services.

- The Cathedral has x2 incoming electrical supplies; one in the east end boiler house and one in the west end cellar passage adjacent to the west door.
- The supply is 240 / 440 volts AC 50 Hz.
- The east end temporary supply points are situated in the store cupboard of the south quire aisle. This is rated at 63 amps 3 phase and is supplied from the east end boiler room.
- In the Jesus Chapel (adjacent to the office doors) there is a 32 amps single phase supply, also supplied from the east end boiler room.
- Local 13A socket outlets in the Nave are radial circuits protected via 20Amp Rcbo's from the west end and can be used for light loads only.
- West end temporary supply points are within the entrance to the west tower; rated at 32 Amps 3 phase and also a 32 amps single phase.
- Connected loads **MUST NOT** exceed 63 Amps across each phase or 32 Amps per phase on either main supply points.
- All loads **must be balanced on all three phases** and due notice to be taken of the Cathedrals' fixed load requirements (monitoring equipment is fitted to each intake position).
- All equipment connected to the Cathedral supplies, must **have adequate earth leakage protection at source**.
- Separation between equipment on opposing phases must be ensured.

- Local socket outlets in the kitchen **MUST NOT** be used for additional equipment.
- Any temporary electrical installation must be tested and inspected in accordance with Part 6 of BS 7671 2008 amendment 3 (or as amended) by a skilled person or persons competent in such work.
- A minor works certificate is required for every temporary installation; this should be completed by a skilled person competent in such work.
- All necessary Risk Assessments and Method Statements must be submitted prior to commencement of any works; along with copies of current Public and Employers' Liability Insurance (minimum 5 million pounds).

All electrical equipment brought into the Cathedral **must have up to date PAT testing certification.**

All cables should transverse the Cathedral at height if possible. If this is not possible then cable curbs or professional non-marking tape should be used; but only if other means of protection is not possible. Should the use of tape cause glue deposits on the floor, then an additional charge for cleaning will be made. Where possible, the use of re-chargeable LED lighting should be considered for decorative purposes to reduce the need for cabling.

Any AV company which is not on our preferred suppliers list requires the approval of the Director of Fundraising and Development or the Cathedral Logistics officer.

A PDF plan of the Cathedral showing all power outlets is attached to this document.

13. First Aid

Although the majority of the Cathedral staff are first aid trained, they must not be relied on to be the event first aider. Event organisers have the responsibility to provide adequate first aid trained personnel for all events.

The Cathedral has:

- a number of emergency first aid kits
- two wheelchairs
- a defibrillator

14. CCTV in The Cathedral

The Cathedral has recently invested in the latest smart technology CCTV system. We currently have x 24 high definition cameras in real time, which cover all entrances including internal and external areas. We record all images for security reasons.

15. Cathedral Equipment available for use

The list below is available for use; either free of charge or for a hire fee depending on the circumstances:

- 575 x chairs - further chairs can be hired in
- The Regiment Chapel also has 90 dedicated chairs, these cannot be used in any other part of the Cathedral
- 20 x folding plastic trestle tables
- 4 x quad fold black felt screens for artwork only – these must not be used as general screens
- 2 x data projectors
- 2 x laptop computers
- 1 x 8 x 6 foot projection screen
- 1 x 50inch plasma screen

Any event requiring more chairs will need to arrange for them to be hired in, unless we agree to do this for you. Times of delivery and collection must be supplied to the Cathedral.

The Cathedral now has an extensive PA system which uses 28 Fohhn speakers.

We also have a number of different microphones available to hire;

Wireless; 3 lapel, 2 hand held/ stand, 2 lectern, 3 headset condenser microphones

We also have the capability of playing music via Bluetooth and from an iPod or Mp3 device.

We can also use the system for small acoustic type live bands, e.g. acoustic guitars and vocals.

Any damage to the microphones will incur a full replacement charge.

16. Cathedral Interior spaces

In addition to the Nave and Regiment Chapel; the Cathedral has a further 3 Chapels.

These can be used for services or acts of worship but cannot be booked for commercial activities.

We also have a number of other rooms which can be used for, or to support commercial activities:

The Library – seating for x 40

The Refectory – seating for x 40

The Lay Clerks' Room – small room with table and x 8 chairs

The Chapter House – directly linked to the Cathedral, with seating for x16

These rooms are often used as dressing rooms or for additional administration space for events teams.

The Cathedral also has a small domestically equipped kitchen which is also available for use if booked in advance. The kitchen is not to be used to service events unless arrangements have been made first. The kitchen is used to support the Cathedral staff, which must have access to the kitchen during day time hours.

The kitchen is also a nominated **Secure Refuge Space**, should this be required in an emergency.

The only toilets in the Cathedral are in the corridor leading from the Jesus Chapel.

The toilets consist of:

5 ladies cubicles, 4 gentlemen's' cubicles, 1 cubicle for persons with a disability

Currently, all toilets are only accessible by steps; portable ramps are available for wheelchair users.

Further facilities and level access to toilets for persons with disabilities are available in the Cathedral Visitor Centre, opposite the main Cathedral entrance.

17. Cathedral Exterior Use

A plan of the Cathedral perimeter is included in this document. No parking is allowed within the Cathedral perimeter.

If your event is using the grounds for a marquee or similar, care must be taken to protect the lawns and gardens; all litter and spillages must be cleared away. No hot liquids are to be emptied onto the lawns to prevent damage

Any food spillages, especially in the porches and entrances, must be cleaned up and the area thoroughly washed after the event.

It is also important that our neighbours are treated with respect; noise is to be kept to a minimum and access to their property maintained at all times.

18. Hearing Loop

The Cathedral is equipped with a hearing loop system which requires users of the hearing assistance equipment to set their aids to the R position, although most digital.

19. Cathedral Cleaning and Porterage

Following an event in the Cathedral, we will engage a cleaning company to clean the Cathedral. The costs of this are normally added to the final invoice.

The cleaning company are employed to clean all the back of house areas, i.e. the toilets, corridors and other rooms.

They will also be responsible for cleaning the nave floor and mopping/polishing once the Cathedral has been vacated.

It is the responsibility of the Event organisers to clear away all brochures, programmes and literature that may have been left behind. The Cathedral is willing to re-cycle these once they have been collected.

The same applies to the costs involved in resetting the Cathedral for worship; porterage costs will also be added to the final account.

Event organisers must ensure that any external catering contractors thoroughly clean their kitchen workspace, especially the floor before they depart, otherwise additional cleaning costs may be levied.

20. Waste Removal

All waste from events must be removed from the Cathedral premises during load-out. Where possible, the Cathedral would like recycling of bottles, plastics, paper, cardboard and other materials to be undertaken. Any waste left in the Cathedral will incur a charge of £10 per bin bag or similar. This will be added onto the final invoice.

**Please sign and date this page and complete the questions before sending a copy back
to: peter.mellor@manchestercathedral.org**

Signed Date

Event Title Event Date.....

Main Event Organisation;

.....

Catering Contractor to be used;

.....

PA/Audio Visual/Lighting Contractor to be used;

.....

Hire Company to be used;

.....

Additional notes

.....

.....

.....

.....

Version 2. 25 /5/17