

Booking Information

Introduction

The Dean, and Select Vestry, are pleased to allow the Cathedral to be used for the staging of concerts, recitals and other events. The Cathedral's excellent acoustic, and unique atmosphere attracts musicians as well as visitors from around the world, thus making it a popular venue for a wide range of events.

Arranging a Booking

To arrange a booking please contact the Cathedral Office in the first instance: Tel. (051) 858 958 or email christchurchwaterforevents@gmail.com Please also complete the application form included at the end of this document. The promoter will then be informed whether approval has been given for the event, and if a financial contribution is to be requested.

PLANNING MEETING

1. STAGING

Concert staging, if required should be by arrangement with an outside contractor. Prior agreement must be given by the Dean.

2. EQUIPMENT

Prior agreement must be sought with the Dean, or his representative, for the use of any special electrical equipment, lighting, special effects, etc. No material, or equipment may be fixed to any part of the Cathedral fabric.

3. RECORDINGS

The recording and/or filming or videotaping of concerts must be agreed with the Dean, or his representative prior to the event, and is usually subject to an additional charge.

4. REHEARSALS

A rehearsal date must be booked if required.

5. EVENT STAFF

Organisers may provide their own stewards to sell tickets, assistance from cathedral volunteers may be available by arrangement.

6. PUBLICITY

The Cathedral is not responsible for the promotion of events. Publicity material may however be provided to the Cathedral Office for display on notice boards, and an electronic file may be sent to the Cathedral e-mail for display on social media channels.

7. REFRESHMENTS

The consumption of food and alcoholic/non-alcoholic beverages is only allowed with the prior agreement of the Dean or his representative in the narthex of the Cathedral. St. Olaf's Hall may also, upon enquiry, be made available for receptions.

TERMS & CONDITIONS

All bookings are provisional, until a signed booking form is received from the user.

Confirmation will be sent to the user by the Cathedral Office.

1. Users of the Cathedral are subject to the authority of the Dean and/or his representative.
2. No liability is accepted for bodily injury to any person, or for loss of or damage to any property brought onto the premises. Users of the facilities are responsible for all personal belongings and equipment.
3. All bookings must be made by written application and will only be confirmed on receipt of this booking form.
4. All cancellations should be made in writing.
5. All timings, including set up requirements, must conform to fit within the Cathedral diary, its regular pattern of worship and pre-booked events.
6. Smoking is not permitted anywhere in the Cathedral.
7. Any damage caused during an event must be immediately reported to the Dean, or his representative. The cost of repairing the damage will be chargeable.
8. The Cathedral provides its own volunteers for the event to meet legal requirements on Health & Safety, the event organiser will provide additional stewards.
9. In the event of an emergency follow the instructions given by the cathedral volunteers and/or members of the emergency services.
10. Permission must be obtained in advance to move furniture or fittings. Alterations of any kind to the fabric of the Cathedral are not permitted.

11. The Cathedral 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.
12. All refuse and waste generated must be cleared away at the end of the event.
13. Any third-party indemnity and insurance required must be in place and agreed with the Cathedral four weeks 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.
14. Any equipment brought into the building must have proof of current PAT certification.

PLEASE SIGN HERE TO INDICATE YOU HAVE READ AND AGREE TO ALL OF THE ABOVE:

Signature: _____

Date: _____

Proposed Date & Time of Event:	
Name of Contact Person in Charge:	
Contact Details:	
Requested Time for Rehearsal:	

Request Use of Organ:	
Request Use of Changing Facilities:	
Request Use of the St. Olaf's Hall:	
Any Additional Requirements:	