

Wimborne Minster

Church House, High St, Wimborne,
Dorset, BH21 1HT
Tel: 01202 884753
Email: parishoffice@wimborneminster.org.uk



Registered Charity Number: 1138072

Application for use of the Minster Church

Please complete and return this form to the above address

DAY & DATE OF EVENT:		TIME OF EVENT:	
NATURE OF EVENT (e.g. service/concert/other)			
NAME OF ORGANISATION:			
Named Contact(s):			
Are you a registered Charity?	Yes/No	Registered charity number:	
ADDRESS: (where all correspondence including invoice is to be sent)			
TEL. NO	E-MAIL		
Access to Minster (see 3 attached)	Time:		
Rehearsal date: (see 4 attached)	Time:		
Approximate numbers attending	(N.B. capacity 500, see over)		
Will there be a collection taken? (see 17 attached)	Yes/No	BACS a/c name: Sort code: a/c no:	
Do you intend to serve alcohol?	Yes/No	If yes, please discuss this with the Parish Office	
Organ (see 5 attached)	Yes/No	Piano (see 5 attached)	Yes/No
Bells	Yes/No	Choir	Yes/No Flowers Yes/No
Minster sound system	Yes/No	User's sound system	Yes/No
Platform (see 3 attached)	Yes/No	Do you need to move any fittings? (If so, please give details in box below)	Yes/No
User's additional lighting	Yes/No	Hot Water Urn	Yes/No
Any other requirements, including dates for notice-board space outside Church House if needed:	Yes/No		
Have you asked permission to record this event?	Yes/No		

I have read and agree to the **Conditions of Use for the Minster as attached.**

I enclose a copy of the **Public Liability Insurance cover for a minimum of £5M.**

I enclose a copy of the **Risk Assessment**

I understand that this is an application only and that no booking is confirmed until this form is returned to me approved and signed.

Any changes to this agreement, once signed, may incur other charges.

Signed Date

FOR OFFICE USE:		
Accepted on behalf of Wimborne Minster		Date
Deposit received	Insurance received	Licence received
Date Distributed	Distribution List: Rector, Churchwardens, Finance, Admin Assistant, Organist/Choir Director, Shop Manager, Vergers, Flowers, Bells, Website, Social Media, Hirer.	

WIMBORNE MINSTER - CONDITIONS OF USE

Please detach and retain these Conditions of Use

Canon F16 of the Church of England requires that when a church is used for any 'play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, and are consonant with sound doctrine, and make for the edifying of the people'.

1. **BOOKING:** All concerts, services and other events must be booked through the Office and the appropriate form completed and signed by the organiser. Any changes should be **put in writing or e-mailed via the Parish Office**. It is important for the protection of the hirer that **only the nominated contact liaises with the Minster about the booking**.
2. **CHARGES:** These charges are reviewed in January each year and the charges current at the time of your event will apply. A list is provided below.
 - 2.1 **Concerts:** Please see the list at the end of these notes.
 - 2.2 **Verger:** A verger will be available to oversee arrangements. If pews need to be removed, volunteers must be available to undertake this under the supervision of a verger. The Vergers' duties are the care and security of the Minster and persons using it. It is expected that users will take every precaution to ensure that the fabric of the Minster is not damaged. Any damage done must be reported to the Verger on duty. Charges may be made in the event of loss of or damage to Minster property.
 - 2.3 **Platforms** may be hired if required.
 - 2.4 **Services:** A service is considered to be an **act of worship, open to the public and without charge**. Costs will normally be borne by the Minster, but any contributions towards overheads will be welcome. There may be a fee for the Organist or Bell ringers if they are required, or for the Verger for an evening service.
 - 2.5 **Other events:** Charges to be mutually agreed with the Rector and Churchwardens.
3. **ACCESS TO THE MINSTER:** Access on the day of the event is normally available **45 minutes** beforehand for performers, with the public being admitted **30 minutes** before the start time. Any changes to these arrangements must be agreed in advance. Time of access for construction of a platform must be agreed with the Office. **Organisations must provide volunteers to assemble the platforms under supervision and to dismantle and put them away correctly after the completion of the event.**
 - 3.1 **Areas available:** The charges are for the use of the Church only. There is no access to the vestries or the Crypt. If the Hirer requires space for changing, eating packed food, etc. then Church House should also be booked.
 - 3.2 The **Named Contact** should arrive in advance of the booked access time and find the duty Verger.
4. **REHEARSALS:** All rehearsal and preparation times must be booked through the Office and details recorded on the form. Any variations to booked times must be arranged in advance with the Parish Office, or a penalty charge may be payable. An afternoon rehearsal for an evening event will be included in the cost of the booking. **Further agreed rehearsal time will attract charges.**

Staging should be set up at an agreed time; access to the rehearsal can be at 1.30pm for a 2pm start and the rehearsal should have been completed and the Minster cleared of people by 5.30pm during March-December and by 4.30pm during January-February. If there is another booking in the morning, then platform-building will need to start at 1.30pm and the Hirer will need to delay the start time of the rehearsal accordingly.

The Minster will remain open to the public during daytime rehearsals. Hirers are requested to respect the building as a church, where people come for quiet and reflection, and ensure that noise levels are kept to a minimum.
5. **ORGAN AND PIANO:** If either of these is required, please contact the Director of Music, through the Office on 01202 884753.

Note: The Minster Organist is entitled to be asked to play at all events before a deputy, acceptable to him, is approached. If the Hirer wishes to use his own organist, a fee is still payable to the Minster.
6. **HEALTH AND SAFETY: Health and Safety** precautions and **First Aid** cover are the responsibility of the Hirer. The Hirer must ensure that any trip hazards, e.g. instrument cases, are not left in areas where the public walks. Cables must be taped down. It is the responsibility of the hirer to carry out a **Risk Assessment** and to **provide the Office** with a copy. Hirers are responsible for the testing of their own electrical equipment. There is a **defibrillator** in the Minster, attached to the shelves near the South Door, and First Aid boxes indicated.
7. **FIRE SAFETY:** The Hirer will nominate 4 fire marshals. They will be issued with sashes and torches and must sit near the exits. (They could double as programme sellers.) In the event of an evacuation of the building being necessary, they will open the exits and assist in the evacuation. The team must be briefed 45 minutes before the start of an event by the Verger. It is the duty of the hirer to ensure these marshals are familiar with the fire exits as notified on the floor-plans posted about the building, and with the positions and types of fire extinguishers.
8. **PREPARATION AND CLEARING:** The Hirer will be responsible for setting out and clearing away of any folding chairs. Chairs which have been moved must be replaced, as must hymn books and kneelers. The Hirer must check for and remove any lost property or rubbish relating to the event.

We hope that you will understand that the Minster must be left ready for the next user.

9. **INSURANCE:** Hirers are responsible for ensuring that they hold **Public Liability Insurance** for a minimum of £5m, and evidence of this must be produced. Hirers are responsible for insurance cover for their own **instruments and equipment**. Hirers are reminded that they are responsible for **any accident or injury** arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them. Hirers of the Minster are required to complete **details of any accident or incident** occurring during their occupation of the premises which did, or could, give rise to injury or illness, **as soon as possible** after this has occurred, and certainly before the premises are vacated by the Hirer after the event. A book is provided for this purpose and is located in the Vestry.
10. **CAPACITY:** Please note that the recommended comfortable capacity of the building for an event is 500. Any plan to accommodate more must be discussed with the Rector and Churchwardens.
11. **CAR PARKING:** The inner car park is reserved for the use of **blue badge holders only** during an event. The space near the West Door **must** be left vacant for emergency vehicles at all times. If requested, the gates can be opened to enable the Hirer to deliver large equipment etc. **before parking elsewhere in the town**. Please do not park on the cobbled area/flagstones.
12. **ACCESSIBILITY AND SAFEGUARDING:** Hirers are responsible for ensuring the safety of all children and vulnerable adults using the premises during the hiring, in line with the Minster's Safeguarding Policy (copy on request) and must take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable individuals in the course of the hiring. **Wheelchair access** is through St George's Chapel. The Minster has a 'loop' system for hearing-impairment. There are no public toilets in the Minster; patrons must use those across Minster Green.
13. **ALCOHOL LICENCE:** If any alcohol is to be dispensed at an event, it is the Hirer's responsibility to obtain where necessary the appropriate Temporary Events Notice as required by the Licensing Act 2003. Details as to how to apply for the licence may be obtained from the Parish Office and a **copy of the licence given to the Office** before the event takes place. The Wimborne Minster Bye Law March 2000 prohibiting drinking in the streets affects the whole of Wimborne, specifically the Minster Green, and states quite clearly that it an offence to consume alcohol on the street. It is the Hirer's responsibility to ensure that alcohol is consumed on the premises and not outside the building.
14. **REFRESHMENTS:** These can only be served in the Minster with special permission. Additional cleaning, e.g. vacuum cleaning of carpets, will need to be undertaken by the Hirer. The Minster is a designated **Eco-Congregation** and part of the **Fair Trade** town. Hirers are asked to consider this in their choice of food and materials.
15. If you wish to record your event, **please indicate on the booking form**, and ask permission from the Rector
16. **PERFORMING RIGHTS:** Performance of music, both live and recorded, is subject to PRS payments. It is the responsibility of the Hirer to provide the Finance Officer with details of the works performed. After the event, a form asking for details of attendances will be sent out, so that fees for Performing Rights can be calculated. All PRS charges will be referred to the Hirer. This is dealt with quarterly.
17. **COLLECTIONS:** All monies collected on Minster premises are required to be kept in the Minster safe and counted by Minster personnel. Collections raised in aid of charity will be paid directly to the charity by BACS transfer. This is to ensure security of and accountability for such sums. **Please ensure the BACS payment details are provided on the booking form**. Minster Gift Aid envelopes, with the benefiting charity written on, may be used. Programmes and publicity should carry Registered Charity number(s), as appropriate.
18. All **DATA** is stored in line with our privacy policy. A copy is available on our website.
19. **SAFEGUARDING:** hirers are responsible for ensuring the safety of all children and vulnerable adults using the premises during the hiring, in line with the Minster's safeguarding policy found on pages 6-8 of the Minster Safeguarding Handbook (copy on request and available on Minster website), and must take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable individuals in the course of the hiring.

WIMBORNE MINSTER RISK ASSESSMENT

<u>EVENT NAME:</u>	<u>DATE & TIME</u>	<u>VENUE:</u> WIMBORNE MINSTER
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ACTIVITY	HAZARDS	PERSON AT RISK	CURRENT RISK	ACTIONS TAKEN/ADVISED	NEW RISK
General use of the building	Electrical Faults	Person using the building	Medium	PAT testing every year by qualified electrician. All electrical equipment out of reach of children and young people.	Low
General use of the building	Slippery Floors	Person using the building	Medium	Please be aware of any signs indicating wet floors	Low
General use of the building	Trip Hazards	Person using the building	Medium	All steps except two Baptistery steps have hand rails. Route along walkways between each part of the Church organised to avoid two groups using same walkway. Suitable supervision of people to manage movement within building at all times.	Low
General use of the building	Uneven Steps to Baptistery	Person using the building	Medium	People made aware of uneven steps	Low
General use of the building	Public space	Person using the building	Medium	All volunteers aware of safeguarding issues.	Low
General use of the building	Fire	Person using the building	Medium	Building complies with Fire regulations. Building evacuation procedure outlined to groups at start of a visit. All volunteers aware of evacuation procedures for their particular area.	Low
ACTIVITY	HAZARDS	PERSON AT RISK	CURRENT RISK	ACTIONS TAKEN/ADVISED	NEW RISK

ORGANISER NAME AND CONTACT DETAILS:

SIGNED:

DATE:

