USING THE GREAT ST MARY’S FOR CONCERTS AND EVENTS

GUIDELINES FOR ALL HIRERS

Great St Mary’s provides a magnificent setting for over 50 musical events a year, from concerts featuring national artists and orchestras, to performances by local musicians and choirs, arts festivals and performances. This short guide gives you all the information you need about holding your concert here.

Apart from the daily offering of worship, the Church provides a magnificent setting for the works of great composers past and present. The churchwardens are therefore, pleased to allow Great St Mary’s to be used for the staging of concerts, recitals and other events. While we cannot offer all the facilities of a modern concert hall, the unique atmosphere attracts musicians from around the globe, making it a popular venue for a wide range of musical events. This guide has been developed to assist you in the planning of your concert at Great St Mary’s. We hope that this information will help you to organise your event successfully and also help us to safeguard the building for future users.

KEY CONTACTS

Your main contact for concert booking will be Kate Phizacklea, Administrative Manager (kp392@cam.ac.uk) or Emma Dunn, Parish Secretary (ed426@cam.ac.uk). Others involved in the planning process are vergers Robert Smyth (rs581@cam.ac.uk) and Dorota Mederska, Verger (dmederska@gmail.com). Hirers should nominate their own concert/event supervisor who, should be a non-performer. The concert/event supervisor should have full authority to act on behalf of the hirer and should be readily contactable to deal with any queries regarding the concert.

INITIAL PLANNING

In the first instance you should contact the Parish Office for an initial discussion to establish the viability of the event and possible dates. You will then be asked to fill in a booking form with all the details of your concert. It is recommended that you apply well in advance of your event, but not more than a year in advance – except for large events over several days.
No booking exists until your completed booking form is returned and our confirmation is received.
If you wish to change any of the particulars of your booking after this, we cannot guarantee to be able to accommodate your wishes. We reserve the right to cancel your booking at any time, should circumstances in church require this, although we will aim to find an alternative date for you. A provisional booking will only be kept open for one month, at which time any unconfirmed dates will be released.
If you have any questions during the application procedure, please contact the church office.

EXCLUSIVE USE (for services only)
At Great St Mary’s, all church services including weddings and baptisms, funerals and memorials are open to the public. On the booking form, you can choose ‘Exclusive use of the church’ which means that the door from the church to the shop is closed and access to the shop is through the narthex only. We will use an alternative access route to the tower which we will staff.
A verger or usher can stand at the door into the church welcoming visitors and explaining that there is a wedding/memorial service taking place, they are welcome to come and share in the service, but the church is closed for sight-seeing.
If you do not choose ‘Exclusive use’ on your booking form then your service will continue as planned, but visitors will be entering the church, shop and tower as usual.

PLANNING MEETING
Once a booking has been accepted, the concert coordinator should contact the Administrative Manager to arrange a planning meeting for the event. The planning meeting will be led by the duty Verger and Administrator. At this meeting, the Administrative Manager and/or verger will outline the facilities available within the church, the arrangements for setting up the performance area, and rehearsal times. A check list will be developed and will include a costing based upon the facilities required for the event. This check list will be signed by a representative of GSM and the event organiser and copies will be held by both parties.

ADDITIONAL FACILITIES
There are no storage facilities in the church. Subject to availability, however, we can offer the hire of the vicar’s study as a ‘Green Room’, for performers from the end of the booked rehearsal period. There is a charge for the Vicar’s study, which is can be booked from 2.00 pm to 10.00 pm on the day of the concert subject to availability. Booking of this facility must be confirmed at the planning meeting. We cannot guarantee this facility will be available and we cannot offer an alternative. The ‘green room’ must be kept locked when unoccupied to ensure the security of instruments and personal belongings. Please note that the Church is open to the public during the day, so all valuables should be kept with you.

Use of the kitchen and hot water boiler is possible with prior consent (this does not include the use of GSM property such as cups, bowls, milk etc). Urns and flasks are all available to hire. Booking of this facility and any other additional hires (PA System; projector; projector screen) must also be confirmed at the planning meeting.

Great St Mary’s Booking Guidelines 2016
USE OF CHURCH FURNITURE AND EQUIPMENT
It is the Hirer’s responsibility to clear all chairs, instruments etc. from the church if a service takes place between rehearsal and concert. Any furniture moved in the church including the narthex must be replaced immediately after the performance. If you plan to bring any electrical equipment into the church you must provide evidence of an up-to-date PAT certificate in advance of the event.

The use of candles or live flames for concerts is not permitted without special permission which must be applied for in writing at the time of booking.

Only the organist and those assisting him/her are permitted in the organ loft. No audience members are allowed in the organ loft, and the door must be kept locked when the loft is left unattended. There should always be two people when moving the piano – and the piano may only be moved within the chancel area and not down the step. Please ensure the brakes on the castors are off before attempting to move the instrument and remember to put them back on again when it is in position.

Prior agreement must be sought through the Head Verger, and well before the event, for the use of any special electrical equipment, lighting, etc. No material or equipment may be fixed to any part of the Church fabric without prior approval from the Verger or his deputy.

REHEARSALS
One rehearsal is included in the hire fee and is normally held from 2.00pm to 5.00pm on the day of the performance. Additional rehearsals are possible subject to availability and an additional fee. Requests for additional rehearsals should be made at the time of booking or at the planning meeting. The church will remain open to visitors during rehearsals.

BELL RINGING
Event organisers should be aware that the bell ringers practice every Monday from 7.00pm - 9.00pm and that the bells might be heard inside the church should you intend to have a rehearsal or performance on a Monday evening.

MUSIC STANDS
Concert organisers are expected to provide their own music stands.

PERFORMING RIGHTS LICENCE
In order to comply with the requirements of the Performing Rights Society, you must complete the form supplied and return it with a programme, within 7 days of your event. Failure to do so will result in an extra fee being incurred. Great St Mary’s is required by the Performing Rights Society to give programme and ticket details for each concert held in the church to allow the society to determine whether a charge should be made for the performance. The standard PRS charge is £30.00 per concert, which is covered in your booking fee. However the PRS is worked out on two main tariffs: ‘Classical concerts & Recitals’ and ‘Popular Concerts’ and is based on various factors including admissions; ticket sales and copyright. You will be invoiced for any extra sum after the event once returns are received. We will only charge you what the PRS charge us.

Great St Mary’s Booking Guidelines 2016
PUBLICITY
Publicity is the responsibility of the concert promoter or agent. Details of all concerts will, however, be displayed on the Great St Mary’s website (posters must be sent as image files not as pdfs) and up to four posters (A3 laminated) can be displayed on the church railings up to four weeks prior to the event. Posters must be attached to the railings with cable-ties and not string. Posters that are put up on the railings with string or put up without permission from GSM are likely to be removed. It is not permitted to put up publicity material in the church itself, and posters must not be affixed to any walls or doors. Due to the numerous concert enquiries we receive in church and at the church shop, however, you are advised to provide us with A5 or A6 fliers which can be left at the rear of the church and in the GSM shop.
Tickets may be sold in advance through external box offices, or immediately before the performance in the building. We are not able to offer any box-office services in church.
Event organisers may also utilise one of the A1 boards at the entrances to Great St Mary’s to advertise a concert in the church if one is available - but are responsible for purchasing the relevant poster.
Any publicity must include the Great St Mary’s Logo – which is available from the church office.

INSURANCE COVER
Great St Mary’s accepts no liability for damage to property for which the event organiser is responsible. The event organiser is responsible for:
- Making good any damage to the building, caused by the hirers in preparing for the concert, during the performance, or during dismantling and removal of equipment from the church.
- Effecting specific insurance to cover, inter alia, public liability (third party), including ‘indemnity to principals’ and ‘damage to rented premises’ clauses, and the theft, loss or damage to own property.

RECORDING
Recordings of concerts in the church are permitted for an additional fee, but must be discussed and agreed in advance with the Administrative Manager. The concert promoter is responsible for complying with copyright requirements. Any equipment which is to be used for the recording must comply with the church’s safety requirements, and must be identified as such by the Verger.

PARKING
Great St Mary’s has no parking facilities, but there are a number of public car parks within close proximity. The Head Verger will be pleased to discuss special arrangements for the delivery and unloading of heavy instruments and/or equipment. Please remember there is no vehicular access to Trinity Street between 10.00 am and 4.00 pm, Monday to Saturday.
FACILITIES FOR THE DISABLED
The ground floor of Great St Mary’s is fully accessible – up to the chancel. Please contact a steward on duty at the concert if assistance is required. Concert promoters envisaging groups of disabled people to attend a concert should contact the Head Verger who will arrange for the loading bay permit for Kings Parade to be made available to allow vehicles to offload their disabled passengers close to the South Door.

SMOKING AND CONSUMPTION OF FOOD
Great St Mary’s is a NO SMOKING area, and concert promoters are required to ensure that this policy is observed. **Food and drink must not be consumed in the pews**, but refreshments can be served at the back of the church, in the south lobby and in the narthex.

STEWARDS AND FIRE ATTENDANTS
In order to comply with fire safety regulations, the maximum number of people (including performers and stewards) permitted at public events in the main body of the church is limited to 400. In addition, 720 people are permitted in the galleries (360 each side).

If the name on the booking form is not the person running the event, then a designated event-supervisor must be nominated on the booking form. No booking will be confirmed without this information.

In addition to the supervisor, you must appoint a **minimum** of two able-bodied stewards (advisory: 1 steward per 100 audience). They should arrive at least half an hour before the event starts and also assist with closing-down procedures after the concert. The supervisor and stewards must not be performers or active participants in the event. Please ensure that each steward has a copy of this information (available as a pdf document for download from [http://www.gsm.cam.ac.uk/great-st-marys/downloads/](http://www.gsm.cam.ac.uk/great-st-marys/downloads/)); copies of the seating plan are also available from the Office if you require them.

Stewarding arrangements will be finalised at your event planning meeting. The supervisor and stewards will be briefed by the Duty Verger when they arrive before the start of the concert.

The supervisor and stewards are required to ensure that church property is respected and safeguarded at all times and that the fabric and contents of the building are left clean, undamaged and tidy when the building is vacated. Any litter or equipment must be removed, and all church furniture and equipment must be restored to its proper position.

The supervisor is to ensure that the maximum numbers allowed in the building are adhered to.

Immediately prior to the start of a concert, the supervisor should attract the full attention of the performers and audience and indicate clearly to them the fire exits and the procedure in the event of an emergency.
INTERVAL REFRESHMENTS
If you wish to sell interval alcohol in the building, you must obtain an Occasional Licence (available from Cambridge City Council) in advance of the event, which must be submitted to the Parish Office with your booking forms. Trestle tables can be provided for serving drinks. Everything must be cleaned and tidied away after the concert.

TOILETS
Toilets are available for use by performers. There are no public toilets and audience members may only use the toilets if required but will not be left open for general public use.

You are respectfully requested to bear in mind that the Church is first and foremost a house of prayer and to treat it with the appropriate degree of dignity and reverence.