

# Information for external concert bookings

June 2018

## Introduction

Thank you for looking at St Laurence's Church, Ludlow as a venue for your concert. SLL is a non-profit making organisation that supports the local and wider regional community in a variety of ways. SLL is a significant regional tourist destination with more than 100,000 visitors a year most of whom visit at the weekend. SLL is clearly not a concert hall and not what anyone would expect of a normal parish church. The costs of running the church are significant due to its size, mediaeval origins and history. It makes a dramatic setting in which to hold a wide range of events and concerts.

For those hiring any of our performance spaces we provide a professional experience supported by our experienced staff and dedicated team of event volunteers. The booking pack is available as a download from our website [www.stlaurences.org.uk](http://www.stlaurences.org.uk) . The booking form pack includes the current tariff of fees for using the space(s) and lists all the facilities we offer. The size of your performance group and the expected size of audience will determine the space you will use. SLL reserves the right to change without notice the fees charged for any item on the tariff where bookings have been made more than 6 months in advance. A final summary of fees will be notified when the contract for the event is issued.

If you need advice or help, please do get in touch with us directly. Costs and rates of using SLL as a venue, using our equipment and facilities are in the booking pack. For more information on cost and concert management please speak directly with the SLL Executive Manager - Shaun Ward.

## Booking

### 1. Send Key Contact details to SLL:

To ensure the best support for your event we need the contact details of the person(s) responsible for

- Administration and booking of the event/concert date
- The Event/Concert and any emergencies on the day.

This could be the same person. If it will be two different people, we need details for both of them please.

2. Concert Space and seating: SLL is becoming an increasingly flexible space. We offer 3 main spaces - the Main Nave for larger concerts where other seating can be added as needed (audience of 100 - 450) and either the South Aisle or the Chancel (audience of 30 to 120 ).

Once the booking form has been received SLL reserve the right to offer a different space where the event will offer a better experience for the performer/speaker and audience.

Seating rows can be labelled or left unreserved depending on the nature of the event. The SLL stewards on duty will help the audience find their seat once inside the church.

Disabled Access & Seating: As a mediaeval building means disabled access to some area of the

church is limited. However, for concerts the level access in to the building and suitable seating spaces for wheelchair users will enable a number of wheelchair users can be accommodated.

- Nave events or concerts - wheelchair seating spaces are shown on the seating plan. There are currently 6 spaces on offer for larger concerts – 4 in the main nave and 2 with a restricted view if needed near the shop and font. Seats next to the wheelchair user need to be reserved for a carer if needed.
- South Aisle events or concerts - spaces available for wheelchair users to attend the concert are unrestricted.
- Chancel events or concerts – there is no wheelchair access to this space.

3. Marketing: Promotion and marketing of the event is the sole responsibility of the hiring organisation.

Ticketing - Pre-Event Ticket Sales: We encourage using a 24/7 online service as they are available to those wanting to attend who do not have local knowledge or access to pick up tickets. We recommend using:

1. Ludlow Assembly Rooms (online, by telephone or in person) LAR has the advantage of on-street purchasing of tickets. More details from [www.ludlowassemblyrooms.co.uk](http://www.ludlowassemblyrooms.co.uk).
2. Eventbrite (online or by telephone). More details from [www.eventbrite.co.uk](http://www.eventbrite.co.uk)

Note SLL do not sell tickets through the Church Shop.

Ticket Sales immediately before the performance: Tickets on the door may be sold by the hirer in the South Porch (which is the only open entrance to events for the public). A table and 2 chairs are provided for your use. Your sales team will require their own float.

Merchandising: SLL need to be notified in advance of the event that you will be selling merchandise (eg CD's). Sales can take place in the porch away from the main entrance doors where it will not cause congestion for those arriving or leaving. Your sales team will require their own float.

Selling programmes: The SLL stewards are happy to distribute / sell programmes inside the church. The House Manager will arrange this for you. Please provide a separate float if programmes are to be sold.

4. Licences: Hirers are responsible for arranging the necessary performing rights permissions and licences.

5. Electrical Equipment: The hirer shall ensure any electrical appliances they bring on the premises are safe, in good working order and are used in a safe manner. Electrical equipment must have been PAT tested and have the current signed and test date labels on them. Failure to do this may mean we have to ask you to remove it.

6. Insurance & Risk Assessment: Hirers are responsible for making their own arrangements to insure against third party claims (e.g. any accident or injury arising out of their activities) which may arise whilst using the church.

Any and all insurance requirements, including Public Liability Insurance of up to £5 million, together with Customs and Exercise Liability for VAT, are entirely the responsibility of the organisation

mounting the event. A copy of the PLL and the hirer's event Risk Assessment should be sent or handed to the SLL Booking team prior to the performance. Furthermore, the event organisers will hereby agree and undertake to be responsible for and to release and indemnify the PCC, their servants and agents, from and against all liability for:

- Any personal injury or disease (whether fatal or otherwise)
- Any loss of damage to property
- Any other loss, damage or costs and expenses incurred arising from or in connection with the said event, other than the liability incurred due to the negligence of the PCC, their servants and agents.

Hirers are responsible to carry out their own Risk Assessment.

7. First Aid: In the event of a medical emergency your named person is responsible for the performers and audience on the day. They will need a suitable first aid kit to match your RA.

Note the SLL does not provide First Aiders for events. SLL policy is to summon a first responder through the 999 services. A telephone is available to do this in the church.

8. Publicity: Each organisation is responsible for its own publicity. Please contact the Booking team to arrange their display.

- Posters A3/A4 size can be displayed in the South Porch entrance 2 weeks prior to the event.
- Flyers or postcards can be placed in the South Porch 6 weeks ahead of the concert.

Note that leaflets/postcards may not be left in the church itself - these will be removed.

- Social Media is used to promote all events held in the church. Please use social media to promote your event. SLL regularly uses its Facebook page and is on twitter to support your own social media streams.

9. Concert Preparation Visit

- New users of our space will be invited two weeks before the concert date to meet with the House Manager for your event at SLL to see the facilities, to check their risk assessment is complete and establish if any changes to the booking form are required. On the day of the concert before the rehearsal the House Manager & Custodian on duty will meet your event manager to fine tune arrangements for the rehearsal and concert if necessary.
- Regular users of SLL with a current Risk Assessment will be invited to meet with the House Manager & Custodian on duty on the day of the concert before the rehearsal, this is the opportunity to fine tune arrangements for the rehearsal and concert if necessary.

10. Changes to the agreed booking arrangements should be made no later than 14 days before your event / performance if you do not take up the recommended site visit when appropriate changes can be discussed to ensure that the requested change(s) can be accommodated or alternatives suggested. Other items that need to be discussed at least 14 days before an event include changes in the programme, duration of the event, use of other facilities e.g. the kitchen during rehearsal.

SLL retains the right to pass on costs that may be incurred should any changes not be notified to us within the stated period.

## 11. Booking Venue and Facilities

Full details of charges are included within the booking form/information pack. For all events (not using the Steinway Piano) a non-refundable payment of £50 is payable. For a Steinway event a deposit of £200 is payable.

Cheques to be made payable to "Ludlow PCC" and to accompany the completed booking form. This payment will be taken as part-payment of the final fee.

In the booking pack the tariff of fees gives a clear indication of the costs of holding an event/concert at SLL.

Four weeks before the event a draft invoice will be issued with the contract to indicate the expected total cost. Some fees may vary if the booking was made more than six months in advance and where SLL costs have increased and/or the details in the booking have changed from when it was originally accepted.

After the concert a final invoice will be issued for the payment of the final amount. If the concert has had a larger audience than expected SLL reserves the right to increase its fee based on the published tariff charges, to cancel the event and refund the deposit.

Questions on pricing / invoicing should be directed only to the SLL Executive Manager.

13. Musical Instrument Hire: The hire charges are shown in the tariff of fees document. The hirer will be charged for any damage to the equipment used.

- Steinway Concert Piano: Please request and read the separate Steinway Piano terms and conditions pack before booking this instrument. There is a separate charge for placing and preparing the Steinway for concert use.
- Upright Piano: The hire will include the cost of tuning it.
- Organ: The organ hire includes the use of the monitor camera to link the organist and conductor. This should be requested if required.

14. Light, Sound & Electrical equipment: A range of lighting configurations is available in order to suit the concert. A sound system is available for use. Requirements to use these facilities should be agreed with the SLL booking office in advance

15. Green Room & Storage Space: The Choir Vestry and the Lady Chapel may be used for changing, the storing of belongings and instrument cases. The space you will use will be identified by the House Manager or Custodian on duty during your visit to SLL prior to the rehearsal. Please respect the nature of these spaces and they must be left clean, tidy and clear.

All instruments / clothing / bags etc must be kept only in the allocated space(s) and must not block any exits and throughways.

We request that the St John's Chapel is left as a quiet place for prayer and contemplation.

15. Disabled Access Lavatory & Kitchen: The church provides a disabled access lavatory and a small kitchen. There is a small charge for use of the kitchen. We ask it should be left as clean and tidy as you would expect to find it.

16. Heating: SLL is one of the warmest mediaeval churches in England. We aim to have a constant temperature within the Church which is determined by the need to conserve our many historic artefacts. We spend £15,000 per year to ensure the temperature should not be less than 17 degrees. The stone walls of SLL are not cold & if you are in the building for up to two hours it feels warm. Longer than this time some visitors may start to feel cold. We cannot boost or increase the temperature for a concert. Please remind your colleagues to come prepared as the building temperature will not be that of a centrally heated home. Experience shows wearing a base layer or a good jumper will ensure your comfort.

17. Staging: This is available by arrangement with the Ludlow Choral Society. Please contact them at [www.ludlowchoralsociety.co.uk](http://www.ludlowchoralsociety.co.uk)

18. Exhibition Boards: These are available by arrangement with the Ludlow Arts Society. Please contact them at [www.ludlowartsociety.co.uk](http://www.ludlowartsociety.co.uk)

## Rehearsal and Concert

### 19. Closure of the Church to Visitors

St. Laurence's Ludlow is not a concert hall. The church can only be closed for lunchtime/afternoon concerts. We close to stop new access to the church 30 minutes before the scheduled start time. If you need absolute silence for rehearsal, please contact us to find a time when the church will be closed to the public.

The church will remain open if your rehearsal time is booked during the usual opening hours. However, the SLL stewards on duty will request visitors to respect the rehearsal and move quietly within the church and as they leave.

Normally the church closes at 5pm. At the end of the rehearsal everyone clears the building. Then there is no readmittance until the church re-opens prior to the event.

While the church is closed the House Manager will ensure the space is clear and tidy, ensure final preparations have been made, set up facilities and complete the SLL Health and Safety check before the audience can enter to take their seats.

The church will reopen one hour before the event is due to start. Ticket sales & merchandising can take place from this time. The audience will be allowed into the space no later than 30 minutes before the published start time.

20. Custodian: The Custodian is on hand during the rehearsal and performance to support the smooth running of the performance with any performance layout changes / new seating requirements / lighting / microphone / organ monitor camera set up / green room access

21. Stewarding: SLL Stewards: will read wear a distinctive sash and name badge. The role of Stewards is to direct and assist the audience with finding their seats or other facilities. In case of a safety emergency the stewards are in place to ensure the safe evacuation of the church.

22. House Announcements: Prior to the event starting SLL will announce that photography / recording of the event is prohibited unless you would like this to take place. Mobile phones should

be switched to silent or turned off during the performance.

23. Bar and other refreshments: SLL will provide a bar with wine/soft drinks; ice creams and tea/coffee from the shop/pop up cafe before the start of the performance and at the interval.

24. Clearing up: If the church requires cleaning up after the event this will be charged at cost on the final invoice.

25. Car Parking: There is no car parking at SLL. There are public car parks near to the church in the town.

26. Church Bells: The bells ring out on the hour and the Carillion plays a different tune of the week at 8am, 12pm, 4pm and 8pm. The current Carillion has been playing since the mid 19<sup>th</sup> century and is not turned off during performances.

SLL Booking Office details to be added here.

## Checklist for on the day

to be reviewed with the House Manager &/or Custodian

1. Paperwork - Risk assessment / copy of PLL / First Aid plan
2. Facilities - Green Room / Storage space for equipment, bags etc. / Toilet / Emergency telephone location / Kitchen (if booked/needed)
3. Emergency exits for performers
4. Selling tickets + supply own float; Selling merchandise + supply own float
5. SLL Stewarding and distributing / selling programmes + supply the float SLL will use
6. Rehearsal & event lighting / equipment booked in place. Any late changes communicated
7. Resetting the performance area in the interval - tasks / safety issues
8. Church closing / Readmittance time
9. SLL House Announcements – responsibility of House Manager to organise
10. Resetting the performance area in the interval - tasks / safety issues
11. Steinway preparation & placement
12. Other items

## Steinway Additional Checklist

to be reviewed with the Steinway Event Manager

1. Piano placed where needed/agreed
2. Case protected from damage i.e. no drinks nearby, any objects placed in or near the instrument

## General Terms & Conditions for St Laurence's, Ludlow

St Laurence's, Ludlow is referred to throughout these notes as SLL.

1. The booking form must show the period of hire and must include time for preparation by the hirer and clearing up afterwards.
2. Your booking is provisional until a signed booking form and the deposit of £50 is received. The balance to be paid within 14 days of receipt of the date of invoice.
3. Sub-hiring of SLL is strictly forbidden
4. The deposit payment will be forfeited if less than 1 months' notice of cancellation is given. If less than 2 weeks' notice of cancellation is given, then the full hire charge will be made.
5. SLL retains the right to pass on costs that may be incurred should any changes not notified to us within the stated period.
6. SLL reserves the right in its absolute discretion to cancel a booking without any notice and without being liable for any consequences if the venue is required for use as a public service.
7. Private hirer events which are open to the public will allow a support person to be admitted free of charge when accompanying a visitor with visual, hearing or mobility impairments.
8. The hirer will be held responsible for leaving the church in a clean and tidy condition. Failure to comply with this may result in the hirer being charged a fee of the cost to rectify the space.
9. No person in a state of intoxication shall be admitted or shall be allowed to remain in SLL
10. The hirer shall act under the discretion of the Event / House Manager with regard to the positions in which chairs, tables or other articles of furniture are placed and as to arrangements for the entrance and departure of people using the venue.
11. The Doors of all rooms and the corridors and passages must be kept clear of all obstruction.
12. The hirer shall be responsible for informing all performers / helpers in their organisation of the location of fire escape routes and meeting point.
13. No notices or posters may be fixed or pasted in or around the church grounds.
14. Portable electrical equipment must comply with current safety regulations and hirers will need to provide the relevant portable appliance test (PAT) certificate on request. (If you are unable to provide the appropriate certificate then SLL reserves the right to test the equipment prior to use and invoice the hirer for this service.)
15. Damage to the hired space or to any furniture or contents within that space will be paid for by the hirer. In the case of events where tickets are sold on the door, payment for any damage will be sought from the assailant.
16. No naked light will be permitted, nor shall any electrical connections for additional appliances be made without prior approval in writing from the Custodian or Event Manager.
17. Pressurised gas and lighted containers of any description are not permitted for use in SLL.
18. No substances covered by the Control of Substances Hazardous to Health (COSHH) Act, should be used in SLL unless fully documented by the hirers as to their use & safety. The relevant COSHH sheet and risk assessment paperwork must be given to SLL Office at least one week in advance of the event.
19. The hirer/workshop leader will read and make themselves familiar with the SLL emergency procedures.
20. The hirer shall be responsible for any claims on personal injury resulting during the period of hire except where this is caused by negligence of SLL, staff or volunteers and for the cost of damage to property wilfully or negligently caused by members of the hirer's party.
21. SLL has its own public liability insurance however hirers are responsible for obtaining Public

Liability Insurance and play copyright licence as necessary. SLL reserves the right to insist upon a hirer taking out insurance cover appropriate to the nature of their event.

22. The hirer will be responsible for ensuring in advance of the event that any raffle or other lottery held in the venue complies with the requirements of the law. Any lottery that does not comply will not be permitted.
23. No animals (with the exception of assistance dogs) are allowed on the premises at booked events.
24. All users of the venue placing or leaving articles on the premises do so at their own risk.

# Ludlow Festival Steinway at St Laurence's, Ludlow

## GENERAL INFORMATION FOR HIRERS

The piano is the property of the Ludlow PCC, the church council of St Laurence's, Ludlow (SLL). All financial transactions are conducted through the Ludlow PCC accounts and any cheques should be made out to 'Ludlow PCC – Festival Steinway.

## BOOKING

In the first instance, please contact the Parish Office on 01584 872073 to check that the piano is available. The office will 'pencil in' your booking prior to your submission of a booking form and a returnable £200 deposit. Booking forms are available as .pdf documents on our website ([www.stlaurences.org](http://www.stlaurences.org)), or we can send you one in the post. This form constitutes a legal agreement between your organisation and Ludlow PCC, the Terms and Conditions on the reverse are important and should be read carefully. When the booking form is received, a signed copy will be returned to you and this constitutes confirmation of your booking. Please note that the £200 deposit is non-returnable in the event of cancellation. The piano is not available for hire outside of SLL. A model D Steinway is available for other venues from Hereford, see Hereford Steinway in Google.

## TUNING

We recommend that the piano is tuned before a performance and we will make arrangements for a Steinway approved tuner to complete this. The approximate cost is £70 and this will be agreed with you in advance.

You may, at your risk, use the piano in 'as found' tuning state. It will be routinely tuned four times per year and if we can arrange for one of these tunings to be close to your concert we will always try to do so.

The piano is maintained at International Concert Pitch, A=440Hz.

## PAYMENT OF HIRE FEES

Hire fees are payable in advance and cheques must have cleared to Ludlow PCC bank account ten working days before the event. Failure to pay fees on time may result in cancellation of the booking. A returnable deposit against damage is payable with the fees: this is £200.

## HIRE RATES

Hire fees are £150 per concert (this includes rehearsal on the day).

Moving onto the Nave dais is inclusive of the hire charge. Moving on and off a stage is approximately £700, the cost of which will be agreed in advance. Only appointed movers may be used.

## CARE OF THE PIANO

To replace this instrument would cost £145,000 and it is expected that you will take the greatest care to ensure that it is not damaged. We apologise if the following seems obvious to you, but we have heard terrible stories from others who hire out concert instruments.

In particular the following must be strictly observed:

- Always close the lid and the keyboard fall when the piano is not in use.
- The cover must always be fitted when the piano is left unattended for longer than a few hours
- No food or drink is to be allowed anywhere near the piano. In particular, the placing of any kind of liquid beverage on it would be regarded as a serious contravention of the Conditions of Hire. Spillage of liquids into pianos often results in irreparable damage.
- Do not allow anyone other than the Custodian or Director of Music to move the piano
- Take particular care not to move furniture in the vicinity of the legs as the high gloss polyester finish is very easily damaged
- No kind of 'prepared piano' use is permitted

The cost of rectifying any damage which occurs during the hire period will be deducted from the damage deposit. If the cost exceeds the deposit figure you can expect a less-than-friendly call from our insurance company.

## CONCLUSION

We are sorry that the above has to be so formal. Our sole intention is to ensure that we take every possible measure to protect this precious instrument so that as many people as possible can benefit from it.

We will do everything possible to help to make your concert a success and hope that your performers and audience will enjoy their acquaintance with one of the world's finest pianos.

For further information please contact the church office on 01584 872073  
[office@stlaurences.org.uk](mailto:office@stlaurences.org.uk)

# Ludlow Festival Steinway

## INTERNAL HIRE TERMS AND CONDITIONS

### 1. AGREEMENT

1.1 These terms and conditions shall apply to all contracts for the hire conditions or any of them shall be binding on the Parochial Church and specifically confirmed in writing by the PCC.

1.2 The PCC agrees to let and the Hirer terms and conditions contained herein. The hire shall commence on the Commencement Date at the Commencement Time as set out in the Booking Form and subject to Condition 2 below shall continue until the Completion Time on the Completion Date.

1.3 No contract shall come into existence between the PCC and the Hirer unless and until the Hirer has offered to hire the Piano by signing and delivering the Booking Form to the PCC, together with any other information required under these terms and conditions.

### 2. EXTENSION OF RENTAL PERIOD

The hirer may with the agreement of the PCC extend the period of rental by paying such additional amount as the PCC shall require. Any such extension shall commence from the Completion Time or, in the case of a second or further extension, the expiration of the preceding extension and shall expire at the agreed extended time and date. In the event of such extension(s) the new time and date agreed for the end of hire of the Piano shall then become the Completion Time and Date.

### 3. WARRANTY BY HIRER

The Hirer hereby warrants to the PCC for the purposes of these terms and conditions and any such insurance contract entered into pursuant to the provision of condition 6:

3.1 the accuracy of the information supplied to the PCC by the Hirer in any verbal and/or written communication and by any person who signs the Booking Form on behalf of the Hirer;

3.2 that the Hirer shall be liable to the PCC for any loss howsoever occasioned to the PCC as a result of any inaccuracy in such information; and

3.3 that he/she will comply with the obligations imposed upon the Hirer by these terms and conditions.

### 4. WARRANTIES AND INDEMNITIES

4.1 The PCC warrants to the Hirer that the Piano is maintained so far

4.2 The Hirer undertakes to inform the PCC if he or his appointed agent considers work necessary to maintain the Piano at any time during the period of hire and that such work shall only be undertaken if it is expressly agreed in writing by the PCC and is carried out by a accredited professional.

4.3 The Hirer shall be solely responsible for and shall hold the PCC fully indemnified against any loss, damage or injury (including death) to persons (other than the Hirer) or property occurring in connection with the Piano or as a result of the use thereof and which is caused negligently or by reason of any breach of these terms and conditions or as a result of any loss suffered by the PCC in excess of the amount of insurance cover provided by the Hirer.

4.4 Except in respect of any wilful act or omission by the PCC and except as provided by statute, the PCC shall not be liable for any losses, liabilities, costs, actions, claims or demands which the Hirer may incur directly arising out of or in respect of any defect in the Piano.

4.5 In no event shall the PCC be liable for any special or consequential damages or other indirect loss, however arising, including but not limited to, loss of business, income, profits, interest, utility, loss of a market or other commercial or financial losses, whether or not the Owner had knowledge that such damages might be incurred.

4.6 The PCC warrants to take all necessary steps to adhere to the anticipated times for the tuning of the Piano but will not be liable for any delay in the same under any circumstances.

4.7 If the Hirer is not a person dealing as a consumer as defined by the Unfair Contract Terms Act 1977 the rights, duties and liabilities arising by virtue of section 9 of the Supply of Goods and Services Act 1982 are hereby expressly excluded.

## 5. OBLIGATIONS OF THE HIRER

The Hirer shall:

5.1 ensure that he or his personal representative shall be present at the Commencement Time and the Completion Time and shall sign, or authorise his personal representative to sign, any Booking form or other documentation required by the PCC;

5.2 be fully responsible for the use of the Piano and any loss thereof or damage to the Piano howsoever occasioned and shall procure that all persons using the Piano are suitable qualified and comply with these terms and conditions;

5.3 give immediate notice to the PCC of any loss or damage to the Piano or any defect and the obligations of the Hirer hereunder shall not be prejudiced by the existence of any policy of insurance in respect thereof;

5.4 ensure the Piano is not moved by persons other than those expressly agreed in writing by the PCC;

5.5 ensure that no persons other than authorized representatives of the PCC carry out any work upon or otherwise interfere with the Piano;

5.6 ensure that the Piano is not exposed to any conditions or elements which are likely to cause damage to it;

5.7 not sell, assign, let or rent, or otherwise dispose of the Piano or attempt to do any of these things;

5.8 not to use the Piano for any purpose for which it is not intended, which includes any kind

5.9 not hold himself out or purport to act as the agent of the PCC or the Company for any purpose whatsoever;

5.10 if so requested by the PCC, allow the PCC or its representatives to inspect the Piano during normal business hours; and

5.11 observe and perform the terms and conditions of all policies or contracts of insurance relating to the Piano or its use.

## 6. INSURANCE

6.1 The PCC shall keep the Piano insured at all times whilst it is located at SLL.

6.2 In the case of loss or damage to the Piano the PCC shall make a claim thereunder in its name.

6.3 Without prejudice to the provision of condition 5, the Hirer shall ensure that the Piano is not used for any purpose not permitted by the terms and conditions of the relevant policy of insurance, nor do or allow to be done any act or thing whereby any policy of insurance may be voided in such policy.

6.4 The Hirer shall forthwith upon demand fully and effectively indemnify the the PCC against all losses, liabilities, costs, actions, claims or demands which it may incur or have brought or made against it in relation to the Piano or its use and which are not recoverable under a policy of insurance.

## 7. P AYMENT TERMS

7.1 Payment of the fees set out in the Booking Form shall be paid in full two weeks before the performance date.

7.2 Commencement of hire will not be permitted until cleared funds have been received in the PCC bank account.

7.3 If the Hirer shall have failed to pay any sums due to the PCC in accordance with this condition, the Hirer shall be deemed to have repudiated its agreement with the PCC which repudiation the PCC shall be entitled in its absolute discretion to accept or reject.

## 8. TERMINATION

Notwithstanding any other terms herein this contract may be other party.

## 9. MISCELLANEOUS

9.1 If any term or provision or any part of a term or provision in these terms and conditions shall be held to be illegal or unenforceable under an enactment or rule of law such term or provision or part of it shall to that extent be deemed not to form part of these terms and conditions and the enforceability of the remainder of the terms and conditions shall not be affected.

9.2 Any notices required to be served by the parties shall be deemed to be properly served if delivered in person or sent by first class pre- paid post or recorded mail to the addresses specified in the Booking Form.

9.3 These terms and conditions are personal to the Hirer and may not be assigned or charged by it.

#### 10. GOVERNING LAW

These terms and conditions shall be construed in accordance with, and all disputes hereunder shall be governed by, the laws of England and Wales and the parties hereby submit to the exclusive jurisdiction of the English courts.

The Parish Church of St Laurence, Ludlow		<h1>Booking form for Events</h1>			
		June 2018			
		Date of Event			
Type of Event <small>(Concert, Exhibition, Lecture, Service, Meeting, Play, Reception, School Event, Other)</small>		Name of Event			
Set up time		Event start time		Finish time	
Name of organisation					
Contact <small>(correspondence &amp; invoices will be sent here)</small>					
Email		Phone			
Address					
Event Manager		Phone			
Brief detail of event (wording will be added to calendar on website)					
.....					
Notes (not for publication)					
.....					
Health & Safety – The House Manager at St Laurence’s will need to conduct a Health & Safety check 1 hour prior to the performance. The public will have left the building and if performers are unable to vacate, they must meet in a designated area.					
Equipment – All instruments/clothing/equipment/bags etc must not block any exits and be placed in a designated area.					
Requirements					
No. audience expected to attend		Number of performers			
Rehearsal		Preferred date		Preferred time	
Nave altar moved		Use of piano		Use of vestry (green room)	
Altar rails moved		Use of organ		Large screen & projector	

Conductor's stand		Use of chancel		Microphones (hand held/lapel)	
Portaloos (for large event i.e. over 200 people)		Use of kitchen			
Seating requirement for performers (choir, orchestra etc) - Number of seats					
Staging required					
Staging is available by arrangement with the Ludlow Choral Society. Please contact Hugh Cullen 01584 879129 / 07929 594969; hughfranciscullen@gmail.com					
None		Flat		Tiered	
Catering					
St Laurence's Church runs its own bar at events serving wine and soft drinks. Hot drinks and ice cream are available from the Church shop.					
Ticket and Programme sales					
Will you be selling tickets in price zones (Zone 1 - Nave; Zone 2 - Side aisles) - What are the ticket prices?					
Zone 1	£	Zone 2	£	Same throughout	£
All ticket sales prior to the event are to be sold either through Ludlow Assembly Rooms or Eventbrite to maximise public accessibility. For details go to <a href="http://www.ludlowassemblyrooms.co.uk">www.ludlowassemblyrooms.co.uk</a>					
Will you be selling tickets in the PORCH at St Laurence's church (yes / no)					
(A table and 2 chairs will be provided; please ensure that you have your own float)					
Programme sales are permitted either in the porch or inside the church, but not directly inside the main entrance as this causes congestion. Please ensure that you have your own float.					
Please note: Any changes to this booking must be notified in writing at least 1 week prior to the event.					

Please complete and return the charges form attached along with the booking

Fees are applicable to all users of the church, a discount for local school events can be arranged. Please contact the parish office to discuss.

Tariff of Fees		Charges	
Use of church for daytime events (Closure of the church to the public can be for the duration of 1 hour with an extra 30 minutes for performers or speakers to prepare.)		£210.00	
Use of church for evening events, total attendees: 100+ people 150+ people 200+ people (All charges are inclusive of heat, light and buildings/content insurance. Evening events usually start at 19:30 with the doors opening at 19:00 for the sale of tickets in the porch)		£210.00 £315.00 £420.00	
Custodian for evening events; time of event, plus minimum of 3 hours preparation i.e. opening and closing etc. (Please note: The Custodian must be on duty during events and the start of rehearsals and will be charged per hour i.e. typical evening concert plus afternoon rehearsal 5 hours £75)		£15.00	
Use of church for rehearsals (per hour) inc. of staff cover	Daytime & Evening	£45.00	
Church organ		£150.00	
Upright piano		£75.00	
Grand piano (deposit of £200 by cheque)		£150.00	
Piano tuning - by request		£70.00	
Large screen and projector		£75.00	
Use of kitchen		£15.00	
Reception (per hour)	Daytime - North or South aisle	£75.00	
	Evening - North or South aisle	£150.00	
Meetings (per hour)	Daytime - North or South aisle	£20.00	
	Evening - North or South aisle	£40.00	
Cleaner (by prior arrangement) charged at cost approx. £15		By negotiation	
Staging	(By arrangement with Ludlow Choral Society)	By negotiation	
Organist	(By arrangement)	By negotiation	
Provision of volunteer stewards/House Manager		Included in hire fee	
		Total	
I accept the terms and conditions as laid out in this document.			
Signature:		Print your name:	
<p>When complete, this form and a deposit of £50 by cheque should be forwarded to:            Commercial Manager, 2 College Street, Ludlow, SY8 1AN            Tel: 01584 872023 Email: <a href="mailto:office@stlaurences.org.uk">office@stlaurences.org.uk</a></p> <p>It would be helpful if you can email this form back to us so that we can reserve the time in the calendar. Please note that bookings will not be confirmed until we have received a signed copy of the form and your deposit payment of £50. Deposits will be deducted from the final invoice.</p> <p>Cheques should be made payable to: Ludlow PCC            Electronic payments to: Ludlow PCC Sort Code: Account: 00016766            40-52-40</p>			