



Dorchester Abbey Events: Conditions of Hire

*This guidance is designed to be read with reference to both the **Dorchester Abbey - Hire our Spaces and Information for Hirers** documents available from the Events Hire Manager and on the 'Facilities for Hire' page on our website: <http://www.dorchester-abbey.org.uk/facilities.htm>*

Before the concert/event

Deposit and Contract

A booking is confirmed only once both a completed and signed Hire Contract (including concert programme information) and a Hire Deposit have been received by the Abbey. By signing the Contract, hirers are agreeing to read and abide by these Conditions of Hire.

Artistic programme, Marketing and Generating an audience

Publicity is the responsibility of the hirer or promoter.

However, please do not commence publicity before your proposed artistic programme has been supplied to the Events Hire Manager. When this has been supplied, the Rector will check and agree its content. This also avoids clashes and duplication with other hire events.

The Rector's approval of copy must always first be obtained before any order of service is printed e.g. for a Carol Service concert.

The Abbey is happy to provide some publicity support (see [Information for Hirers](#) for details). We can also supply a list of several magazines and websites listing events in the local area on request. Please do not rely that an audience will automatically appear from the village and surrounding areas, however attractive the concert programme.

Performing and Music Licences

Whilst the Abbey has a Premises Licence, it is the responsibility of the hirers or promoters to protect themselves against the infringement of performing copyright by obtaining the appropriate licence either for performing live music from the PRS for Music (www.prsformusic.com), or for performance of licensed plays or musicals.

Insurance and Public Liability

Dorchester Abbey PCC has insurance in place to cover the Abbey for property damage to buildings and contents. In addition, there is Public and products liability cover in place to a limit of £5,000,000 indemnity. The PCC does not provide event insurance for hire events, including cancellation. Hirers or promoters are liable for events insurance for all hire events in the Abbey.

Instrument tuning

Instrument tuning is not included in the instrument hire fees. Tuning may be arranged in advance via the Events Hire Manager and the cost added to the final invoice.

For all enquiries and further information about bookings in the Abbey and Guest House, please contact the Events Hire Manager by email: events@dorchester-abbey.org.uk or telephone: 01865 343164 (Monday/Tuesday).

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Furniture and facilities

Permission must be obtained via the Events Hire Manager in advance, if any furniture or fittings are to be moved in the Abbey (other than the folding chairs). The Choir pews can be temporarily moved with permission, by approved and trained personnel only (there is an extra labour fee for this – see [Information for Hirers](#)).

The Beauforest pews in plinths in the Chancel and the St Birinus Chapel altar rail must **never** be moved. The Rector's permission is required if access is required to the Sanctuary behind the altar rail.

Parking and Shuttle Bus

If the hirer has requested Parking and/or Park and Ride shuttle bus services, these will be booked by the Events Hire Manager from the Clerk to Parish Council (parishclerk@dorchesteronthames.co.uk) and Village Bus (www.villagebus.co.uk) respectively. Charges will be advised in advance by the Events Hire Manager to the hirer and added to the final invoice.

Parking can be booked at the Recreation Ground or Abbey View, or both. You can download the Parish Council's parking map for Dorchester [here](#).

Hirers are responsible for providing car parking stewards if large numbers of cars are expected. The Parish Council reserves the right not to open the Recreation Ground or Abbey View if ground conditions dictate, and instead signage will direct drivers to on-street parking. Dorchester Abbey PCC does not accept responsibility for the provision of parking and/or shuttle bus services.

Disabled parking

There are a maximum of three parking spaces available by the Abbey's Tower for the driving disabled in possession of a valid blue badge permit. The Abbey issues permits for these to ensure they are not overbooked. Please apply in advance of a concert/event via the Events Hire Manager or the Parish Office. Details of the type of vehicle and registration number are required.

Alcohol

The holder of the alcohol premises licence is Carol Nielsen at Brightwell Vineyard, who is legally liable when alcohol is on sale in the Abbey. If you wish to sell alcohol as part of your hire of Dorchester Abbey, you must contact Mrs Nielsen on 01491 836586 and / or wines@brightwines.co.uk well in advance to discuss your plans and procedures. Once Mrs Nielsen is happy that you have sufficient safeguards to remain within the law, she will confirm this to the Abbey office and all will be fine. This will normally involve a face-to-face meeting between her and whoever is going to be present and in charge of alcohol sales on the night, so that she can be sure the responsibilities are understood.

Hirers are able to bring in alcohol from their normal suppliers if they wish. Should anyone want a suggestion of wines to sell, Mrs Nielsen will be happy to help.



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Events Hire administration

The Abbey's Events Hire manager will complete the following arrangements for each hirer:

- A maximum of two planning meetings at the venue to discuss events arrangements in advance
- Booking optional services/arrangements requested by the hirer – parking, car permits, furniture moving, Abbey labour, as outlined in Information for Hirers and Conditions for Hire documents
- Liaising with the hirer by telephone and email
- Arranging a volunteer Concert Manager for the hirer's event
- Supply a Concert Arrangements Summary circulated to the Hirer, Concert Manager and Parish Office before the event

This is typically equivalent to 10 hours of event administration per event. If the hirer generates administrative support significantly over the above, then this will be advised by the Events team and additional hours charged at a rate of £10 per hour, which will be added to the hirer's invoice.

Cancellation

The table below outlines the Abbey's fees charged to Hirers, in the event of cancellation of bookings:

	Dorchester Abbey	Dorchester Abbey Guest House
Hirer terminates the contract less than 8 weeks before the date of the Hire	The Hirer will be liable for 100% of the Hire Fee and the whole of any optional costs incurred (e.g. deposit for shuttle bus).	
Hirer terminates the contract between 8-12 weeks before the date of the Hire	The Hirer will be liable for 75% of the Hire Fee.	
Hirer terminates the contract between 12-16 weeks before the date of the Hire	The Hirer will be liable for 50% of the Hire Fee.	
Hirer terminates the contract less than 4 weeks before the date of the Hire		The Hirer will be liable for 100% of the Hire Fee
Hirer terminates the contract between 4-6 weeks before the date of the Hire		The Hirer will be liable for 75% of the Hire Fee.
Hirer terminates the contract between 6-8 weeks before the date of the Hire		The Hirer will be liable for 50% of the Hire Fee.

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Hirers should ensure that their event insurance covers cancellation by the venue.

Cancellation fees may be charged at a lesser amount, at the Events Hire Manager's discretion, deemed reasonable in all the circumstances.

On the day of the concert/event

Concert Manager

A volunteer Concert Manager will welcome, liaise with and support hirers when they arrive on the day of the concert/event. They will be either at the venue or 'on call' during rehearsal and set-up periods and on duty during the whole concert or event.

They will look after the Abbey and ensure that all fire exits are clearly marked and free from obstruction and ensure there is no unauthorised parking in the areas immediately outside the Abbey. They are not responsible for moving furniture or tidying up the Abbey at the end of the hire period.

The Concert Manager will ensure that the Hirers completes the Hirer's Leaving Checklist at the end of the Hire.

Stewards and Box Office

Hirers and promoters are responsible for providing these, as necessary for the size of event.

First Aid

Hirers and promoters are responsible for providing first aid for their concert/event. The Abbey has a first aid kit, which the Concert Manager can provide. The Concert Manager will record any accidents or incidents in the Abbey's accident book, and in their post-concert report.

Furniture and facilities

Any furniture moved must be replaced immediately after the concert/event. The Concert Manager can provide photos showing the correct positions of furniture in all areas of the Abbey.

All folding chairs must be returned to the chair trolleys, and the trolleys placed in the correct position in the Abbey, under supervision from the Concert Manager. A map indicating correct positions for the trolleys is in the kitchen. Please note that the Abbey cannot provide labour, unless this has been booked in advance and labour costs agreed.

Hirers are responsible for leaving all areas of the Abbey that are used in a clean and tidy condition. The Concert Manager will supervise this. Each hirer must nominate a representative in advance to go through the Hirer's Leaving Checklist with the CM before vacating the Abbey.

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Displays

Posters, stand-alone displays and pop-up banners may all be used in the Abbey, if this has been advised to the Events Hire Manager in advance. We request that hirers do not remove or replace any of the notices on the Abbey notice boards without permission. Items should definitely not be fixed to the walls in any way. All displays must be removed and noticeboards returned to their usual state by the end of the Hire. The Rector or Concert Manager may request removal of unsuitable materials.

Catering

If it is included in the agreed hire, the servery/kitchen in the Abbey may be used for serving simple refreshments. All clearing and washing up must be completed by the end of the hire. There are no cooking facilities in the servery.

If full cooking facilities are required, then the Guest House kitchen must be hired.

Experienced catering companies can request in advance to bring in a field kitchen to park by the Abbey Tower, from the Events Hire Manager.

After the concert/event

Lost property

If any general Lost Property is found after the concert by the Concert Manager or other Abbey volunteer/s, it will be placed in the Lost Property box at the back of the Abbey. If the item is valuable, it will be taken to the Rectory for safe-keeping. Please contact the Parish Administrators or the Events Hire Manager if you require assistance in locating Lost Property:

<http://www.dorchester-abbey.org.uk/contact.htm>

PRS for Music

Hirers are responsible for providing details of ticket receipts and musical programmes to PRS for Music, as appropriate.

Invoice

Dorchester Abbey PCC will issue an invoice to each hirer after the event. This can be paid by cheque or by direct BACS transfer. Invoices are due for payment 7 days from receipt.
