



## 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 Marketing Manager. Please also refer to the **Venue Hire** page on our website <https://www.dorchester-abbey.org.uk/venue-hire/>*

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### Before the Concert/Event

#### **Deposit and Contract**

A booking is confirmed only once both a completed and signed **Venue Hire Agreement** (including approved concert programme information) and a **Booking Deposit** have been received by the Abbey. By signing the Venue Hire Agreement, hirers are agreeing to 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 Marketing Manager. When this has been supplied, it will be submitted to the Rector for approval. In most instances this is an administrative formality. This also avoids clashes and duplication with other hire events. Programme approval must always first be obtained before any order of service is printed e.g. for a Carol Service concert.

The Abbey will provide promotional support in the form of: a). A dedicated page on the Abbey website – including live ticket links. b). Mentions across the Abbey social media (Facebook/ Twitter) c). Inclusion in any seasonal e-newsletters to our opted in audience. d). Displaying event specific print materials (Poster/flyers) provided by the hirer. e). Inclusion in the event listings in Dorchester News Magazine. See (a). The hirer must provide all copy, links and Jpeg images for this purpose in relevant format.

We can also supply on request a list of local publications with event listings in which advertising space can be booked. 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](http://www.prsformusic.com)), or for performance of licensed plays or musicals.



## **Dorchester Abbey Events: Conditions of Hire**

### **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 Marketing Manager and the cost added to the final invoice.

### **Furniture and facilities**

Permission must be obtained via the Events Marketing 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 associated labour fee for this.) 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 Abbey administrator via request to the Events Marketing Manager. Services are provided by the Parish Council ([parishclerk@dorchesteronthames.co.uk](mailto:parishclerk@dorchesteronthames.co.uk))

Charges will be quoted in advance 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.

**Hirers are responsible for informing ticket holder in writing to use the event parking.**

### **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 Parish Office [admin@dorchester-abbey.org.uk](mailto:admin@dorchester-abbey.org.uk) Details of the type of vehicle and registration number are required.



## **Dorchester Abbey Events: Conditions of Hire**

### **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](mailto: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. 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.

### **Events Hire administration**

The Abbey Events Team will complete the following for each booking:

- A maximum of two planning meetings at the venue to discuss events arrangements.
- Quote and book range of optional services/facilities and arrangements as requested by the hirer.
- Ongoing communication with the hirer by telephone and email during event planning stage from enquiry to issue of Venue Hire Agreement and subsequent Events Summary.
- Arranging a volunteer Concert Manager for the hirer's event.
- Provide a detailed *Events Summary document* circulated to the Hirer, the Concert Manager and the Parish Office before the event.
- Promote the event as detailed in section (*Before the Concert/Event*) of this document.
- Event follow-up and feedback.

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 £15per hour, will be added to the hirer's invoice.



## Dorchester Abbey Events: Conditions of Hire

### Cancellation

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

	<b>Dorchester Abbey</b>	<b>Dorchester Abbey Guest House</b>
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.

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

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



## **Dorchester Abbey Events: Conditions of Hire**

### **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 Hirer 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.

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.

#### **Displays**

Posters, stand-alone displays and pop-up banners may all be used in the Abbey, if this has been advised to the Events Marketing 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.

*For all enquiries and further information about bookings in the Abbey and Guest House, please contact the Events Marketing Manager by email: [events@dorchester-abbey.org.uk](mailto:events@dorchester-abbey.org.uk) or telephone: 01865 340007*

*V4: April 2023*



## **Dorchester Abbey Events: Conditions of Hire**

### **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 be requested in advance during event planning stages to bring in a field kitchen to park by the Abbey Tower.

### **After the concert/event**

#### **Lost property**

If any general Lost Property is found after the concert by the Concert Manager or other Abbey volunteers, 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 Parish office for safe-keeping.

Please contact [admin@dorchester-abbey.org.uk](mailto:admin@dorchester-abbey.org.uk) / 01865 340007

#### **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.

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