

Dorchester Abbey Events

Conditions of Hire



These Terms and Conditions accompany the Venue Hire Agreement issued by the Parochial Church Council of The Abbey Church of St Peter and Paul, referred to as the Abbey in this document.

Before the Concert/Event

Booking Deposit and Contract

A booking is confirmed only when the Abbey has received both:

- a signed **Venue Hire Agreement**; and
- a **Booking Deposit** of 20% of the venue hire fee.

Cancellation by the Hirer-If the Hirer cancels the booking, the Booking Deposit is non-refundable.

Conditions of Hire-By signing the Venue Hire Agreement, the Hirer agrees to comply with these Conditions of Hire.

Hire Period

Standard hire period- The standard hire fee covers up to ten consecutive hours between 9am and 11pm. All music must finish by 10.30pm.

Agreed hire period- The hire period will be set out in the **Venue Hire Agreement**.

Additional hours- Must be agreed with the Events Manager in advance of Hire. In the event of a Hirer exceeds the agreed hire period, they will be charged for additional time will be added to the hours on their final invoice.

As place of Worship, the Abbey remains open to the public during hire periods for private prayer. Access must be clear for those wishing to go into the St Birinus Chapel. In exceptional circumstances the Abbey can be closed. This needs to be agreed at the point of deposit so approval can be gained.

Artistic Programme, Marketing and Generating an Audience

Publicity responsibility- The Hirer or promoter is responsible for all publicity for the event. Please do not assume that audiences will automatically come from the village and surrounding areas, however attractive the concert programme.

Programme approval- Publicity must not begin until the programme has been approved and the deposit has been paid, securing the date. Programme approval must also be obtained before any order of service or programme material is printed, for example for a Carol Service concert.

Abbey promotional support

- A dedicated page on the Abbey website, including live ticket links.
- Mentions on the Abbey's social media channels, including Facebook, X and/ Instagram.

For all enquiries and further information about bookings in the Abbey please contact: events@dorchester-abbey.org.uk or telephone: 01865 340007

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- Inclusion in seasonal e-newsletters sent to the Abbey's opted-in audience.
- Display of event-specific printed materials, such as posters and flyers, supplied by the Hirer.
- Inclusion in event listings in Dorchester News Magazine.

Information required from the Hirer- To enable the promotional support the Hirer must complete the Abbey's *Event Promotion Form* with the necessary information and provide all copy, links, JPEG images and social media tags in the required format./or printed material.

Promotional support will be provided only once the Abbey has received the necessary information and/or printed materials. The Abbey will not chase missing information.

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 from the respective copyright holders.

Insurance and Public Liability

The Hirer must have insurance in force to cover any damage caused to the Abbey buildings, fixtures, fittings and equipment during the period of hire. The cover must also include public liability cover. A copy of the policy schedule confirming the cover must be provided to the Events Manager.

Instrument tuning

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

Furniture and facilities

Permission must be obtained via the Events Manager in advance, if any furniture or fittings are to be moved in the Abbey (other than the folding chairs). The Choir Stalls can be temporarily moved with permission, by approved and trained personnel only (there is an associated labour fee for this.)

The Beaforest 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

The Abbey does not accept responsibility for the provision of parking. Charges will be quoted in advance to the hirer and added to the final invoice.

Hirers are responsible for informing ticket holder in writing to use the event parking. Events will be paused if the village access is restricted due to bad parking.

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If the hirer has booked Parking this will be booked by the Events Manager. Services are provided by the Parish Council (parishclerk@dorchesteronthames-pc.gov.uk)

Parking will be booked at the Recreation Ground, Abbey View Parking, or both sites. You can access the Dorchester Abbey parking map here: <https://www.dorchester-abbey.org.uk/parking>

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 suitable on-street parking.

Hirers are responsible for providing car parking stewards if large numbers of cars are expected.

Disabled Parking

There is 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 Details of the type of vehicle and registration number are needed.

Alcohol

The Abbey do not provide bars for Events.

The Hirer must inform the Events Manager if they plan to have a bar, and whether they will be charging, donation, free and the timing of the alcohol use.

Events Manager then reports this to Carol Nielsen. The holder of the alcohol premises license is Carol Nielsen at Brightwell Vineyard, who is legally liable when alcohol is on sale in the Abbey. Mrs Nielsen can be contacted on 01491 836586

Events 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 before the event
- 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 £20 per hour, will be added to the Hirer's invoice.

Risk Assessment and Safeguarding

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The Hirer will be responsible for producing a Risk Assessment prior to the Event. A draft version will be supplied by the Events Manager.

A safeguarding statement must be provided for the Hire or the Dorchester Abbey one can be adopted by the Hirer.

Any concerns must be reported to Jan Rimmer (Parish Safeguarding Officer) safeguarding@dorchester-abbey.org.uk

Cancellation

Cancellation by the Hirer must be confirmed in writing.

The tables below outlines the Abbey cancellation policy and fee structure. In the event of cancellation at any point after booking confirmation, 20% of the venue hire fee which forms the booking deposit is non-refundable.

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

Abbey Hire	
Hirer terminates contract more than 16 weeks before date of Hire	Abbey retains the full deposit
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 between 8-12 weeks before the date of the Hire date of Hire	The Hirer will be liable for 75% of the Hire Fee.
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.

Guest House Hire	
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.

On the day of the Concert/Event

For all enquiries and further information about bookings in the Abbey please contact: events@dorchester-abbey.org.uk or telephone: 01865 340007

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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 are responsible for providing Stewards, door staff checking tickets and Box Office staff (if tickets are available for purchase on the door).

All events need at least 4 people on site to act as Stewards in case of emergency evacuation is needed.

Events over 350 people need at least 6 Stewards.

First Aid

Hirers are responsible for providing first aid for their concert/event. You will be asked to provide a contact for this for your *Event Summary*.

The Abbey has a first aid kit and defibrillator, 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

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 Concert Manager before vacating the Abbey.

Any furniture moved must be replaced immediately after the concert/event by the Hirer unless the Abbey team has been booked.

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.

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Rubbish and Housekeeping

The Hirer are responsible for removing all rubbish and recycling off site at the end of Hire.

Displays

Posters, stand-alone displays and pop-up banners may all be used in the Abbey, if this has been approved by the Events Manager in advance. We request that hirers do not remove or replace any of the notices on the Abbey notice boards. Items should definitely not be fixed to the walls or pews 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 including emptying the dishwasher. There are no cooking facilities in the servery.

If full cooking facilities are required, then the Guest House kitchen must be hired, or external caterers can bring in the food. 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 / 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 direct BACS transfer to the bank account details on the invoice. Invoices are due for payment 7 days from date of invoice.
