



C H E L M S F O R D  
**CATHEDRAL**

# Guide to Planning Events and Services at Chelmsford Cathedral

# Introduction

Apart from the daily offering of worship, the Cathedral provides a beautiful setting for concerts and special services. The Dean and Chapter are, therefore, pleased to welcome visiting choirs, orchestras and ensembles to the Cathedral for concerts and recitals and also to offer the building as a place of worship for special services, commemorations and funerals. Whilst we cannot offer all the facilities of a modern concert hall, the Cathedral's unique atmosphere provides one of the largest and best venues in the Chelmsford area.

This information has been developed to assist you in planning your event in the Cathedral.

Your main contacts will be Ruth Collin, Director of Operations (01245 294488), Laura Dolton, Events Manager (01245 294480) and the Head Verger (John Elliott 01245 252430)

Organisers of events and services should nominate a coordinator who can act as the direct liaison with the Cathedral staff. They should have full authority to act on behalf of the organisers and be readily contactable to deal with any queries regarding the event or service.

## Initial Planning

The procedure for booking an event or service in the Cathedral should be as follows:

- The event organiser should contact either the Cathedral Events Manager or the Director of Operations to agree a provisional date for the event. At this time, the event organiser should normally submit **in writing**, preferably by email to [bookings@chelmsfordcathedral.org.uk](mailto:bookings@chelmsfordcathedral.org.uk) the request to hold an event or service with possible dates and the nature of the event (including a rough idea of the musical content if it is a concert).
- The Events Manager will take the proposal to the next Diary Committee meeting for agreement. The Committee usually meets weekly.
- The Events Manager will write to the event organiser confirming the date of the event if it has been approved by the Committee, or request alternative dates if not.
- At this point the Events Manager will also send a special service or event booking form to the event organiser. This booking form should be filled in and returned to the Cathedral Office ideally about 6 months before and **not less than six weeks before the event** to ensure planning for the event is being progressed in a timely way. Event organisers are asked to ensure that **all** sections of the booking form are completed before submission to avoid the necessity of referral back to organisers to obtain necessary information.

## Planning Meeting

Once a booking has been accepted and a completed booking form received, the event coordinator should contact the Cathedral Events manager to arrange a planning meeting for the event.

The planning meeting will be attended by the Cathedral Events Manager, the Head Verger and, if necessary, a member of the Cathedral clergy. At this meeting, arrangements for the event will be worked out, the costs explained and a seating plan established.

The Cathedral acknowledges that changes to the agreed layout and arrangements are sometimes necessary and we can, therefore, accept amendments up until 7 days before the event. It should be noted that changes may incur additional costs to the event organisers.

## Regular Cathedral events

Event organisers should note that the Cathedral is a place of worship and the following services take place daily (Monday to Saturday) each week. **Please note that from 7:30am to 6pm daily, the Cathedral is open for informal visits and prayer.**

- 7.45am - Morning Prayer
- 8.15am - Holy Communion
- 10.00am - Holy Communion - Thursdays only
- 12.00pm - Midday Prayers
- 12.35pm - Holy Communion - Wednesday only
- 5.15pm - Evensong
- 4.00pm - Choir rehearsal - Monday, Tuesday and Thursday to Saturday

There is a regular Friday lunchtime concert from 12.30 to 1.15pm during school term time.

On Sundays the following services take place:

- 8.00am - Holy Communion
- 9.30am - Parish Eucharist
- 11.15am - Sung Eucharist
- 3.30pm - Choral Evensong

The Cathedral bell ringers practice every Monday evening between 7.30 and 9.15pm. As a result, it is a policy of the Cathedral not to accept bookings on Monday evenings (except during December for Carol Concerts).

# Cathedral Facilities

## Chapels

St Cedd's Chapel remains constantly available to all as a place for private prayer. Event organisers are asked to respect this and, where possible, to avoid using either St Peter's or St Cedd's Chapel as a waiting or temporary storage area.

## Setting up and rehearsing

Please indicate your rehearsal requirements on the booking form. You should note that rehearsals must not conflict with Cathedral worship. When Choral Evensong is scheduled, the rehearsal must cease by 4.00pm; however, when Evening Prayer is to follow, the rehearsal can continue until 4.30pm. Equipment and furniture may be left in the Sub Chancel (the area in front of and beneath the Chancel steps). However, for the duration of Evensong, it will not normally be permissible to leave equipment within the Chancel (prize-giving staging is an exception). Speakers, stands and other tall pieces of equipment must always be moved to one side. Equipment may be placed appropriately in the Chancel only once Evensong is complete.

## Seating

The Cathedral offers a variety of flexible seating configurations for up to 750 people. The Event Manager will be happy to discuss these with event organisers. The normal congregational seating provides for up to 500 seats east facing. This can be increased when necessary and turned around facing West at an additional cost.

Seating can be arranged with or without a central aisle but there is an extra cost for filling the centre aisle. Please let us know of any wheelchair users to enable us to reserve appropriate seating for them.

Your best estimate of numbers likely to attend the event will enable us to prepare appropriate seating for your event. This should be marked on the booking form.

## Interval refreshments

For concerts only, these can be provided by the Chelmsford Cathedral Choir Association. This is done as a fund raising initiative and refreshments will be available for purchase by performers and audience. If you wish to have refreshments provided in the interval, or alternatively if you have made your own arrangements, please indicate this clearly on the booking form.

## Electric power

The Cathedral supply is normally adequate for most events. If you require any additional power please discuss this with the Director of Operations.

## Car parking

There is no public car parking at the Cathedral but there are local car parks nearby and many daytime parking restrictions do not apply in the evening.

## **Toilets**

Facilities are available for both performers and public in the Vestry Block of the Cathedral.

## **Staging & lighting**

These can be hired from the Cathedral. Please note that the cost of hiring staging and lighting can cost in the region of £575 for an east facing concert although this will vary according to precise requirements.

## **Floral decorations**

The Cathedral Flower Guild is very experienced at providing appropriate floral decorations for the Cathedral. Please ask the Events Manager for details.

## **Printing**

Facilities are available at competitive rates from the DBF Print Unit. Please ring Andrea Pannell, Print Unit Manager, on 01245 294404 for a quotation.

## **Publicity**

We will be pleased to publicise your event by placing a poster on the Cathedral notice board in the South Porch. Please email or post this to the Events Manager ([bookings@chelmsfordcathedral.org.uk](mailto:bookings@chelmsfordcathedral.org.uk)) at least three weeks before the event. All other ticket sales and publicity work are the responsibility of the event organiser. The event will appear on the Cathedral website in the monthly planner.

# **Event Organisers' Responsibilities**

Please note the following paragraphs before completing a booking form:

## **Event content approval**

Events of a religious nature - the order of service should be agreed with the Canon for Worship and Music no later than one month before the event.

Events involving music - written proposals of all music should be submitted for approval by the Director of Music three months before the event.

## **Dignitaries**

Invitations to civic dignitaries should be made by the organisers. The Cathedral does not issue invitations unless it is to a preacher for a Service. Please note that you are responsible for welcoming invited dignitaries to your event.

## First Aid

The Verger on duty will have some first aid training and there is a defibrillator located near the south door. If you feel this is not sufficient for your event, please arrange for the Red Cross or St John Ambulance to attend your event and provide first aid medical cover.

## Health & Safety

A copy of the Cathedral's Health & Safety policy is available from the Cathedral Office. It is a condition of booking that event organisers, their employees and contractors comply with this policy while in the Cathedral. All electrical equipment brought into the Cathedral must have a current test certificate proving that it is electrically safe. This certificate is required at least two weeks before the date of the event. Failure to produce an electrical safety certificate will prohibit the use of that particular item of electrical equipment in the Cathedral.

Smoking is not permitted anywhere in the Cathedral. Events organisers are required to ensure that this legal requirement is observed.

## Stewards

Please provide an adequate number of stewards to welcome, direct and escort people to their seats, control exits during the event and maintain effective crowd control in an emergency.

You should provide a sufficient number of stewards in order to have two stationed at each door in use. Please discuss with the Head Verger how many exit/entry doors are likely to be in use for your particular event (this will vary according to the number of people you are expecting to attend).

All stewards should report to the verger on duty before the event in order to receive instructions relating to health and safety and fire evacuation procedure.

Failure to comply with these requirements for stewards could result in your event being cancelled on health and safety grounds.

The verger on duty has the authority to issue any reasonable instructions to your stewards in the interests of health and safety.

Please see separate sheet listing Stewards' Guidelines which should be handed out to all stewards prior to the event.

## Costs

The scale of charges for the use of the Cathedral is attached to the booking form. Event organisers are also responsible for the payment of fees due to other organisations in connection with their event, e.g. copyright fees etc. A royalty fee for all music performed at secular events will be due to the Performing Right Society [PRS] which is paid through the Cathedral. The Events Manager will require a copy of the signed programme authenticating the items performed, a note of the net admission receipts together with the number attending within 14 days of the event.

## Recording

Television, video and radio recordings are not normally permitted during services. For concerts and events, special rates can be negotiated with the Director of Operations.

# Terms and Conditions of Booking

1. The terms and conditions relate to hire of the Cathedral and property therein provided by Chelmsford Cathedral Chapter to the hirer. This agreement supersedes all previous agreements between the parties in respect of provision of facilities.
2. Chelmsford Cathedral Chapter will provide the facilities on the dates and times as stated. Chelmsford Cathedral Chapter reserves the right to cancel or amend this booking in exceptional circumstances.
3. The hirer agrees to hire the facilities on the dates and times as stated and shall pay for such facilities within 14 days of receipt of invoice. Invoices will be raised on the date of the booking.
4. The hirer will pay the applicable rate of value added tax and/or other payments imposed by or pursuant to statute as at the date of invoice. If applicable the hirer will pay the appropriate PRS fee within 7 days of receipt of invoice.
5. Chelmsford Cathedral Chapter reserves the right to refuse to alter the details of hire if not more than 3 working days' notice is given of any changes.
6. Cancellation by the hirer within 21 days of the event will attract a cancellation fee of 25% of the total estimated charges. In exceptional circumstances this fee may be waived.
7. Chelmsford Cathedral Chapter reserves the right to increase charges for hire of the facilities; in such case notification will be made to the hirer in writing not less than 28 days before the date of the booking, and under these circumstances the hirer has the right to cancel the booking.
8. Chelmsford Cathedral Chapter shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the premises during the hiring or for any loss due to any breakdown of machinery, failure of electricity, leakage of water, fire, government or legal restriction which may cause the premises to be temporarily closed or the hiring to be delayed, interrupted or cancelled and the hirer shall indemnify Chelmsford Cathedral Chapter against any claim in respect of any loss, damage or injury which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring. This does not affect your statutory rights.

Please note, you will be required to provide proof of public liability insurance (including a minimum indemnity of £5,000,000) to the Director of Operations prior to the event.

9. The hirer shall indemnify Chelmsford Cathedral Chapter against any loss or damage to the property of the Cathedral caused by the hirer.
10. The staff of Chelmsford Cathedral Chapter reserve the right of entry to the premises at all times.
11. The hirer shall be responsible for the keeping of good order on the premises throughout the period of the hiring.
12. No bolts, nails, tacks, screws, wires, Blu tack or the like shall be driven into or attached to any part of the premises nor shall any placards, notices or other articles be affixed thereto without the consent of Chelmsford Cathedral Chapter.



13. No additional lights or extensions from the existing light fittings or audio equipment shall be used without the previous consent of Chelmsford Cathedral Chapter.
14. The hirer shall at the expiration of the hiring period leave the premises in a clean and tidy condition.
15. The hirer shall not do or permit to be done anything which may in any way invalidate any insurance affected in respect of the premises and/or contents. Such policy or policies of insurance can be inspected by the hirer at the Cathedral Office and the hirer shall be deemed to have had notice of the content of such policy or policies.
16. In the event of any injury, damage or loss to any person, buildings, contents or the premises of any adjoining property of Chelmsford Cathedral Chapter or the approaches thereto or to anything therein arising out of the hire the hirer shall make good at his own expense all such damage or loss and in the event of his failing to initiate such action within 5 working days after the occurrence the hirer irrevocably authorises Chelmsford Cathedral Chapter to make good such damage and hereby undertakes to indemnify Chelmsford Cathedral Chapter against all costs, charges and expenses in respect thereof.

# Stewards' Guidelines

Please provide an adequate number of stewards to welcome, direct and escort people to their seats, control exits during the event and maintain effective crowd control in an emergency. You should provide a sufficient number of stewards in order to have two stationed at each door in use.

All stewards must report to the Duty Verger before the event in order to receive instructions relating to health and safety and fire evacuation procedure. The Duty Verger will issue stewards' badges to each steward and these should be worn throughout the duration of the event. The Duty Verger has the authority to issue any reasonable instructions to your stewards in the interests of health and safety. He will also be present throughout the event to give advice or help with any matter relating to the event. Any incident, disturbance or unattended bag should be brought to his attention.

1. Bring a torch with you if the event takes place after dark.
2. The Duty Verger will ask you to familiarise yourself with the layout of the Cathedral, in particular the position of:

The First Aid Kit, telephone, fire Extinguishers and nearest exit door (checking that it is unlocked)

NB: If you have invited Red Cross or St John Ambulance, establish where they will be sitting.

3. Welcome, direct and escort people to their seats. You must control your door throughout the event and be stationed next to it. At the end of the event open your door to facilitate a smooth exit.
4. EMERGENCIES

The Duty Verger will assume overall control in the event of an emergency. Please follow his instructions and:

- Ensure the public vacate the building via the exit doors promptly.
- Confirm to the Duty Verger when your area of the building is completely empty.

NB: Do not allow the public back into the Cathedral until the Duty Verger gives clearance.

5. FACILITIES/INFORMATION

Toilets are available to performers and audience in the Vestry Block.

Collection - bags are available from the duty Verger. Establish from which area of the Cathedral you are collecting. The Cathedral will store and count the money.

Failure to comply with these requirements for stewards could result in your event being cancelled on health and safety grounds.