

St. Edmunds Church, Crickhowell

Information and Guidance Notes

(For musical or other events organised by outside bodies)

St. Edmunds Church Committee (CC) welcomes groups who wish to use the church for musical activities or other appropriate events. There is particular support for events that relate to the work of the church in the community, and which promote a theme supportive of Christian worship.

The church is a beautiful historic building, but this imposes some constraints on the activities that can be held. These guidance notes are intended to provide users of the church with advice on how to hold an event in a way that is compatible with the work of the church, the building, and the safety of those using it.

1. **Applications.** You are strongly advised to submit your application at the earliest possible stage, firstly, to ensure that your application is submitted to the CC in sufficient time for their agreement to proceed, and secondly, to avoid any possible conflicts with other church activities. If you cannot complete some parts of the form, these details can be submitted at a later date, but all information should be made available no later than one calendar month before the event. Communication should be made by e-mail.
2. **Any relevant notices** relating to fire prevention, health and safety precautions, safeguarding and toilet facilities must be announced at the beginning of the event.
3. **Access to the Church.** The key code for the Church will be available from the nominated Church Representative. A representative of the church will be on hand to secure the church at the end of the event unless you have been asked to do so.
4. **Insurance.** You must have appropriate insurance policies in place before the event as you will not be covered by the church's policies. This must include Public Liability Insurance, and should include insurance for any of your own equipment brought in. Please be mindful that the church building is not normally locked during the day.
5. **Performing Rights Society (PRS)** cover will be needed if you are performing works which are still in copyright.
6. **Safeguarding.** All external organisations should be aware of the Church in Wales Safeguarding Procedures, guidance for which can be found on the Church in Wales website:
www.churchinwales.org.uk
7. **First Aid.** A small First Aid box is available in the Church Room, which is accessed through the door to the left of the altar, just past the organ. However, please note that you are responsible for providing first aid cover and equipment for your event.
8. **Catering Facilities:** The church does not have catering facilities. However, a hot water urn can be made available for use, with disposable cups. However, unless otherwise agreed, you will need to manage this yourself as the church is not always able to commit to this.
9. **Toilets.** Only one toilet is available within the church building which is located adjoining the rear/side entrance. This toilet is suitable for disabled visitors, but only an external means of access is suitable for wheelchairs. For major events, additional toilet facilities may be made available in the Parish Hall. These must be booked separately (see contact details).

10. **Car Parking.** The church has no car parking facilities. At evenings and weekends the Crickhowell High School Car Park opposite the church is usually available, but any arrangements should be made by contacting the School Secretary.
11. **Seating Capacity.** The maximum number of people able to be seated in the pews is 200. A further 36 can be seated on loose chairs set out in the south aisle making a total of 236. Depending on the event it may be possible to put further chairs to the left of the pulpit in front of St Edmund's altar and in front of the Lady Chapel. Furthermore, the choir stalls will sit a further 40 people, though not comfortably, and there is capacity for a few more chairs in the Lady Chapel. However, neither of these is suitable for most events.

The absolute maximum allowed in the church at any one time, including standing, is 365. This restriction is in place in order to ensure that all people present in the church can be safely evacuated within 3 minutes.

The church has 40 chairs which can be used for performers or audience. More chairs may be available from the Parish Hall, which has about 60. These will need to be booked separately (see contact details). Also, **you** will need to organise transportation of the chairs both ways and, unless otherwise agreed, chairs **must** be returned to the Parish Hall immediately after the event.

12. **Seating for disabled people.** The church has traditional pews, and wheelchairs must not be allowed to block aisles and other circulation areas. An area in the South Aisle can be available for wheelchair users however this will reduce the number chairs in this area (1 wheelchair = 2 chairs).
13. **Fire Safety.** The event organiser will need to appoint a "Temporary Responsible Person" who will be made aware of the fire extinguisher locations and evacuation arrangements and who may need to undertake a fire risk assessment on behalf of the organiser.

Members of the audience should be advised at the beginning of the event of escape routes and directed to meet at the junction of Church Lane and Silver Lane in the event of the building being evacuated.

The layout of any music stands and seating should allow for the unrestricted access of both performers and audience to emergency exits. If needed, additional information on the 'responsibilities for short-term hiring' will be made available.

14. **Fabric.** The church contains furniture and fittings of historic value, and all groups will be expected to respect and protect these features. Any breakages and damage will be the responsibility of those who organise the event.
15. **Sound system.** The church has a sound system including a hearing loop for the hard of hearing. If you would like any advice in operating this, please inform us by email. If on the day of the event you require a church representative to operate the sound system a charge per day will apply.
16. **Live streaming.** The church has a single PTZ video camera which can be used to live stream an event. The camera is linked to the sound system to provide a reasonable audio quality. Please note that this is primarily designed for streaming church services and is not a professional videography facility. You will need to determine yourself whether it is suitable for your needs.
17. **Equipment.** The church requires advance notice of any intended equipment to be brought into the church. The church is normally open for public access during daylight hours, which means that no

security can be provided at this time. Please ensure that any electrical equipment being brought into the church has been PAT tested.

18. **Erection of staging.** Staging can be erected but should be removed in time for Sunday church services to be held, unless otherwise agreed with the Church Committee.
19. **Rehearsals.** Please provide details of the time required to set up for the event and for rehearsals. At such times it may be necessary to curtail public access to the building if Health and Safety issues are involved.
20. **Alcohol.** The church is not licensed to sell alcohol but for some events a Temporary Event Notice may be applied for. For further information contact the bookings secretary.
21. **Cost.** Any groups using the church building will be expected to pay for the use of the church. There is a daily standing charge plus a cost for each hour of booked time. Rehearsals will be charged at the same rate. This charge will be made irrespective of whether or not the event is raising funds for charitable purposes. If heating is required, there is a separate fixed daily charge for this.
22. **Cleaning.** All groups will be expected to clean and tidy the church after their event and to report on any damage or breakages to the Church Warden. All rubbish accumulated during the event must be taken away by the event organisers.

Contact Details

St Edmund's Church Bookings

If you have any questions regarding these arrangements, please contact the church bookings secretary at bookings@crickhowellparish.org.uk

Crickhowell Parish Hall

The Parish Hall is administered as a separate charity and is not connected to the church. They will charge separately for the use of their facilities. If you wish to book the Parish Hall as an assembly area, for toilet facilities or if you need to arrange the use of additional chairs, please contact the Parish Hall administrator at bookings@crickparishhall.org.uk