

GENERAL INFORMATION

The staff at St Cuthbert's will do all they can to welcome groups who want to use the Church or Halls. When you have read these notes please arrange to meet the Church Manager well before arrangements are finalised to agree details and iron out any potential difficulties.

ACCESS/ REHEARSALS

You will appreciate that the church has to be available for Sunday worship at 9.30am, 11am and 6.30pm each week.

Funerals inevitably occur at short notice but we will do all in our power to reduce any inconvenience this might cause.

There is therefore no access for outside hirers at these times but the church can be made available for rehearsals between services on a Sunday afternoon and after the Sunday Evening Service.

ACCIDENTS AND EMERGENCIES

See also "Fire Escape Routes". It is the hirer's responsibility to ensure:

There are designated people who can act in an emergency

Where telephones are located

For 999 calls the Church's actual address is given as

" 5, Lothian Road with access for emergency vehicles via King's Stables Road" where they should be met by someone at the gate.

That the wheelchair is located in the ground floor lobby beside the lift.

The First Aid Box is located and examined, any extra facilities being provided by the hirer.

ADVERTISING

Organisations hiring the premises are primarily responsible for their own arrangements for advertising. The church may help by displaying posters on the external noticeboards and some flyers on the bookstall. Please consult the Church Manager about this. Displays, signs etc can be erected subject to the approval of the Church Officer as to their position and method of fixing.

ALCOHOL

In accordance with the recommendations of the Church of Scotland the sale of alcohol is **NOT** permitted under any circumstances. For wedding receptions etc. outside caterers may be used and the servicing of alcohol permitted. A licence has to be obtained by the Hirer if alcoholic refreshment is to be provided.

BOOKING PROCEDURES

Please complete all sections of the enclosed forms and send them to the Church Manager at the church office. Full details of the programme are required. We will then make all necessary checks before confirming the booking and a non-refundable deposit may be required. We will send an invoice for the balance after the event which must be settled within 30 days.

**CITY OF EDINBURGH
COUNCIL
REGULATIONS**

St Cuthbert's currently holds a PUBLIC ENTERTAINMENT LICENCE from the City of Edinburgh Council Licensing Department to cover the type of performances which normally take place in the church. Hirers giving public performances will be asked to make a contribution towards the cost of the Licence.

**CONCLUSION OF
EVENT**

The church must be left in the condition in which it was found. Immediately after the final performance, all staging and electrical equipment must be removed and all furniture and fittings are to be restored to their rightful places. All rubbish, materials and other properties must be removed from the premises.

After a Saturday evening performance the church must be fully restored ready for Sunday services. If necessary, we will arrange for the Church Cleaner to clean up between 8am and 9am on the Sunday morning and an additional charge will be made for this.

DAMAGE

The cost of any repairs to the church fabric, installations, furnishings and precincts arising from damage attributable to an outside hirer will be charged in full to that organisation.

St Cuthbert's does not take responsibility for money, valuables or equipment brought into the building by hirers or audiences.

When the kitchen facilities are used they must be left in the same condition as found. Any breakages or damage will be charged to the Hirer.

**ELECTRICAL AND
OTHER EQUIPMENT**

Any additional electrical appliance may only be used with express permission from the Church Officer. For any electrical equipment brought on to the premises the hirer must provide evidence of Portable Appliance Testing (PAT) in compliance with IIE Regulations. See also "Lighting". **Hirers are responsible for ensuring that equipment etc. is handled safely, including mechanical lifting equipment for excessively heavy items,** Where computerised monitors are in use, hirers are responsible for compliance with DSE Regulations.

**FIRE ESCAPE
ROUTES**

For your event, all exit doors will have been unlocked by the Church Officer who will have checked the emergency lighting system. All approaches, doors and passages within the church should be kept entirely free from obstruction. It is your responsibility to inform your ushers and stewards about the escape routes and what to do in the event of fire. A Church Officer will normally be in attendance during your event and should be consulted prior to the performance if you are uncertain about any aspect of the fire arrangements. Smoking is not permitted anywhere in the building.

FOOD SAFETY

Groups hiring any part of the premises are entitled to use of the kitchen facilities. To comply with Environment and Consumer Services Regulations, when preparing and cooking food, written confirmation is required to prove that hirers of accommodation appoint a named person who will be responsible for ensuring that the provisions of the Food Safety Act 1999 and the Health and Safety at Work Act 1974 are met. Where relevant, a form is enclosed with these notes.

FRONT OF HOUSE

Visiting companies must make their own front of house arrangements including nominating a responsible person. The Church shop and refreshment facilities can be available on request.

FURNITURE AND FITTINGS

The furnishings and fittings must at no time be interfered with. No sticky labels are to be put on chairs or pews.

LIFT

The lift may be used by outside hirers eg for the elderly or disabled to reach the upper floors, or for the serving of tea, coffee etc on the ground or second floors provided a Church Officer is in the building to supervise its use.

LIGHTING

When special theatrical lighting has to be used this must be supplied by the hirer. When a major increase in electrical power is required which uses a different voltage, there is a separate circuit for this which has its own meter. When this circuit is activated the meter has to be read before and after use and a separate account raised. Users may wish to be present when the Church Officer reads the special meter.

All necessary electric cables must be adequately protected and must be of sufficient capacity and in serviceable condition as must any subsidiary switchboards. All special lighting must be by standard flood or spot lamps mounted on removable bases or on gantries in the gallery, which must be properly padded.

LIQUIDS AND MATERIALS

No dangerous liquids, noxious substances or inflammable materials of any sort may be brought into the premises.

MUSICAL INSTRUMENTS

The organ and pianos may be used subject to our obtaining prior approval from the Church Organist. Users are responsible for the cost of any tuning additional to the church's requirements.

PERFORMING RIGHTS SOCIETY ROYALTY CHARGE

Users of the church for musical performances must contact the Performing Rights Society, 3 Rothesay Place, Edinburgh EH3 7SL (Tel. 0845 300 6033) informing them about the event, as a PRS License is required by law for public performances of music etc. PRS will then get in touch with you and send you a licence. Those performing plays etc should make their own

arrangements with the holders of performing rights for payment of dues if appropriate.

PERMANENT BOOKINGS

Permanent bookings, in particular for afternoon sessions, are welcomed provided they do not clash with the use of the premises by St Cuthbert's own organisations.

PUBLIC ADDRESS SYSTEM

A modern facility has been installed within the main sanctuary with microphones in the pulpit and lectern and at the Communion Table. You are most welcome to use these. We also have two radio microphones. These can be used (at no cost), but you will be responsible for any damage to them. They are fairly fragile and cost about £1,000 each!

PUBLIC LIABILITY INSURANCE

Hirers of the church should ensure that they have the necessary Public Liability Insurance to cover the event for which the church is hired.

RECORDINGS

As well as the usual PRS royalty fee for a concert, a group wishing to record, or whoever is producing a recording on their behalf, requires a licence from the Music Copywriting Protection Society (020 8378 7500). Please discuss the details with the Society.

VEHICLES

There is **NO** parking for vehicles for visiting groups in the Churchyard other than for "Blue Badge" holders. There is metered parking on King's Stables Road and a large car park some two minutes walk away at Castle Terrace. Deliveries of equipment can be made through the Churchyard from King's Stables Road.

April 2010