



## Events and concerts at St Peter's Church, St Albans

As well as the daily offering of worship, St Peter's Church is a beautiful and atmospheric setting for concerts, special services and events. The church and its meeting rooms provide flexible space in a convenient town-centre location, surrounded by a spacious and peaceful churchyard.

This guide is intended to provide general information about hiring and planning an event at St Peter's.

Your contact for queries and initial planning is:

Church Office  
St Peter's Church  
St Peter's Street  
St Albans  
Herts AL1 3HG

Telephone: 01727 855485

e-mail: [mail@stpeterschurch.uk.com](mailto:mail@stpeterschurch.uk.com)

[www.stpeterschurch.uk.com](http://www.stpeterschurch.uk.com)

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On receiving an enquiry, a booking form, fee schedule and terms & conditions will be sent. Once the form has been returned, the request to book an event is considered by the diary planning group. We appreciate that some of the information may not be available at this stage but please give as much detail as possible. The applicant will be advised following the diary planning meeting if approval in principle has been given, normally within 2 weeks of making the application.

A non-returnable deposit may be requested to secure the date in the Church Diary and only once the deposit has been received will the booking be confirmed. At this stage it is useful to have a preliminary planning meeting with a member of St Peter's staff to clarify requirements. The final account (less any deposit paid) will be sent to the hirer with payment due four weeks before the event.

### **SPACES FOR HIRE**

The two main areas are the Church and the North Transept.

#### **(i) Church**

The nave is where most concerts are held and the seating capacity is 250 in fixed wooden pews. Additional seating in the side aisles (some restricted view) can be provided. The nave is also suitable for lectures. The chancel accommodates 50 and can provide additional seating or be cleared as a reception space.

#### **(ii) North Transept**

The North Transept is a modern extension, accessed within the church from the north side of the chancel or its own external entrance on the north side. There are two available rooms, kitchen and toilet facilities.

The **Octagon** can accommodate 80 standing or 60 seated and has direct access to the kitchen. It is suitable for meetings, receptions, family parties, lectures or concert green room etc.

The **Library** can accommodate 12-15 for a meeting or up to 20 as a concert green room.

Both rooms have views and direct access to the churchyard.

## **STAGING**

Is available for hire. The hirer should provide a team to erect and dismantle the staging under the supervision of St Peter's staff.

## **STEWARDING**

The hirer should provide a team of stewards to assist attenders/audience, who should be familiar with the emergency exits and procedures. The hirer should also provide programme sellers at concerts.

## **EMERGENCY PROCEDURES**

If an emergency evacuation of the church becomes necessary, the decision will be taken by St Peter's staff, usually the duty vicar, who will take charge of the situation. The evacuation will be carried out in a cool, calm and logical sequence to minimise any alarm for audience/attenders. Stewards should immediately go to allocated doors and await instructions.

## **FIRST AID**

If you are providing stewards one of them must be appointed as first aid co-ordinator and ideally should be qualified. They should report to the duty vicar on arrival. If you expect a large attendance at the event we recommend you arrange additional first aid cover, eg Red Cross or St John Ambulance.

## **PUBLICITY**

All publicity is the responsibility of the promoter. We can display 2 A4 posters in external noticeboards and leaflets in the church. An entry will be included on the church website.

## **TICKET SALES**

The hirer is responsible for all ticket sales in advance and on the day of the event. We can provide a seating plan. We recommend that seating for concerts in the church is unreserved with a maximum of two prices; one for the centre block which has good sight-lines and one for side aisles (if used) where the view may be restricted.

## **PERFORMING RIGHTS**

St Peter's Church is registered with PRS for Music. The tariff cost for a live music performance will be charged to the hirer.

## **FACILITIES FOR THE DISABLED**

There is access to all areas of the church and North Transept and an accessible toilet. An induction loop is installed in the church.

## **SAFEGUARDING**

The hirer should ensure that all activities for children and for vulnerable adults comply with the provisions of the law relating to children and vulnerable adults and that suitable safeguarding arrangements are in place throughout the period that such persons are on the premises or are within the church buildings and the churchyard.

## **PARKING**

There is very limited parking at St Peter's. We will do our best to allocate 2 spaces to the hirer and space for registered disabled badge-holders. Drop-off and collection of equipment can be arranged. Hirers should make it clear to audience/attenders/guests that there is no parking at St Peter's. There are public car parks close by.

## **REHEARSAL**

A rehearsal on the day of the event, at a time to fit with the church diary, is included in the administration charge. Whilst every attempt will be made to ensure that the rehearsal time is uninterrupted, organisers should be aware that there may be occasions when short notice adjustments and/or alterations of the agreed timings cannot be avoided, for example in the case of a funeral. Additional rehearsal time or a rehearsal on a different day will incur an additional charge. The church may be open to visitors during the rehearsal. Participants' bags and coats must not be left unattended and the church cannot be held liable for any loss or damage which may occur. Instrument cases should not be left in gangways.

## **USE OF CHURCH ORGANS AND PIANO**

The church has a 3-manual Manders organ (installed in 2007), a box chamber organ by Vincent Woodstock and a Bösendorfer grand piano. A request to use them should be notified in advance on the booking form and may incur a charge. There will be additional fees if a member of the church music staff is engaged to play at the event and any rehearsal. The instruments are maintained for the church's use and if extra tuning is required this must be booked with the Church Office and paid for by the hirer.

## **RECORDING**

Film and sound recordings are not normally permitted during services, but you may apply to the member of clergy taking the service, eg a wedding, for permission. If you wish to record an event or concert, please note your request on the booking form. The church may refuse permission. The hirer is responsible for complying with copyright requirements. Any equipment which is to be set up must comply with the church's safety requirements and the time to set up the equipment identified in the programme for the day.

## **PA**

There is a public address system in the church with an induction loop. If required, we can provide an operator for the event and the cost is included in the PA system charge. Please leave clear instructions for the PA operator.

## **FLOWERS**

There are usually flowers in the church (except during Advent and Lent, when no flowers are permitted). Extra displays may be provided by the Flower Guild and the Church Office can put you in touch with them.

## **CANDLES**

If you propose using candles, then please discuss your proposal with the Administrator or Virger as conditions and a special agreement relate to the use of candles.

## **SMOKING & CONSUMPTION OF FOOD**

The church and North Transept extension are **No smoking** areas. Any consumption of food and drink at an event should be agreed in advance with St Peter's staff.

## **REORDERING OF THE CHURCH**

At the end of an event the church has to be returned to order immediately to cater for services which commence the following morning. The hirer is obliged to provide a team to re-order seating and dismantle any staging under the supervision of St Peter's staff.

The time of departure from the church precincts (not later than 11.00pm) will have already been confirmed at the booking stage, and the promoter must ensure that this time is adhered to or over-run costs may be charged.