St Mary & St Giles Church: Stony Stratford
Music for All @ SMSG
Booking form

St Mary & St Giles church and the Parish hall are available for hire by amateur, student and professional performers. Hiring is handled by **Music for All @ SMSG (MfA@SMSG)**, which is run by volunteers who are passionate about music, its importance in our daily lives, and its impact on well-being.

Please complete this booking form to request a booking at St Mary & St Giles church.

About you

Name of performer/musical group

Type of performer/musical group (please check the appropriate box)

☐ Singer(s) (solo/duo/trio) ☐ Instrumental ☐ Band

☐ Choral/Choir ☐ Orchestra ☐ Other (please specify)

Amateur, music student, professional performer(s) (please check the appropriate box)

☐ Amateur ☐ Music Student(s) ☐ Professional

Contact details

Name of hirer	
Email address	
Telephone number	

Type of event (please check the appropriate box)

☐ Concert ☐ Recital ☐ Music workshop ☐ Charity concert ☐ Recording session

Booking details

Main event

Date you want to book			
Booking start time		Booking finish time	
Concert start time		Concert finish time	

Additional rehearsal date

Additional rehearsals on other days (hourly charge for additional rehearsal bookings plus heating)

Date(s) you want to book			
Rehearsal start time		Rehearsal finish time	

Hire charge options (please check the appropriate box)

☐ **a.** Contribute all your event profits to church funds

☐ **b.** Pay the hire fee, profit share, heating fees (if applicable) – see Booking Charges for Tariff

☐ **c.** Charity concert (please check availability for this with the Booking Co-ordinator)

For choices a. and b. above, which church fund(s) would you prefer to support?

☐ No preference

☐ Organ maintenance fund

☐ Greater Access Project (accessible entrance at the West door)

☐ Church General fund

Charity concert only

Title of Charity your concert will support	
Contact details for the Charity representative at the concert	

Recording session only

You can book the church or parish hall to privately record music, for music examinations, commercial or personal purposes. Recordings made might be for subsequent publication online (e.g. YouTube, Soundcloud or Bandcamp) or CDs for sale. For the duration of the recording session, the church doors would be locked with a notice posted outside explaining the church is closed for recording purposes. Hirers are warned that external noises (passing traffic, etc) are beyond our control; therefore you should allow sufficient time for repeat recordings during the session. An event leader who unlocks and locks the church for the recording will liaise with the hirer for the duration of the booking.

Purpose of recording session	☐ Recording for music examination or teaching purposes ☐ Commercial recording ☐ Personal recording
Type of recording	☐ Audio ☐ Video
Acknowledgements	☐ I agree to acknowledge the PCC of Stony Stratford with Calverton and the recording location wherever the recording is published
Description including genre of the music/performance which will be recorded.	
Website(s) where previous recordings may be found.	

St Mary & St Giles musical instruments in residence

Please indicate if you need to use any of the instruments in the church or hall during your booking.
The pipe organ is tuned 3 times a year. The piano is tuned once a year.

SMSG Instruments	☐ Hirer request to use the Grand Piano ☐ Hirer request to use the Pipe organ ☐ Hirer request to use Parish Hall electronic keyboard (can be moved into church) ☐ Piano tuning at cost (most recent tuning cost £100) ☐ Organ tuning at cost (please note, the organ costs about £600 per tuning visit)

Parish Hall during your event

The main wheelchair access for the church is via the Parish Hall; therefore if you are booking the church for a concert, the hall will also be booked for the duration of your event so wheelchair users can safely access the church. The hall can be used as a Green room for performers. It can be used for serving refreshments to the audience instead of serving from the church kitchen. Please indicate how you plan to use the Parish Hall for your event:

☐ Green room for performers and wheelchair access only
☐ Serving audience refreshments in the parish hall instead of the church kitchen, and wheelchair access
☐ Parish Hall only needed for wheelchair access to the event
☐ Hall not needed for the event

Front of house activities hirer responsible for at your musical event

For ticketed events, you are expected to organise and be responsible for your advance ticket sales and box office cover on the day.

Please provide information about ticket prices, website for ticket bookings, electronic version of your poster/flyer and printed copies of posters/flyers to the Bookings co-ordinator for the Music for All @ SMSG website events listing and monthly eNewsletter in good time (at least 2 months before the event).

Publicity materials	☐ Hirer will provide printed copies of flyers and posters ☐ Hirer will provide electronic versions of flyers and posters (PDF please) ☐ Hirer will set up event on Facebook and share link with Booking Co-ordinator
Publicity information about the event to go on the Music for All @ SMSG website and in the monthly eNewsletter (please insert text in the box below):	

Please indicate if you are planning to serve alcohol at your event. If you do, **please bring your own wine glasses** and **ensure you obtain a TEN licence in good time**. The person whose name is on the TEN licence must be present throughout your concert.

Refreshments	☐ **a.** Hirer will organise refreshments ☐ **b.** Refreshments not required
If choice **a.** please indicate what you will serve	☐ Tea/coffee/squash and snacks ☐ Wine/juice and snacks (a TEN licence is required to serve alcoholic beverages)

Music for All @ SMSG support provided at musical events

Each event has a MfA@SMSG event leader who takes responsibility for ensuring external groups are welcomed, supported and respect the venue for the duration of your booking. Subject to volunteer availability, we may be able to offer the following options to help your event run smoothly. Please make your requests and the Events Co-ordinator will check with the other volunteers what we can do before confirming we can support your requests.

Front of house	☐ Retiring collection baskets on table (instead of box office) ☐ Volunteer photographer (good amateur) to take photos at your concert
Provide refreshments (all funds raised are retained by the church)	☐ MfA@SMSG volunteers, if available, to serve refreshments ☐ Tea/coffee/squash and small cakes/biscuits/flapjacks

Booking conditions

All hirers are asked to confirm their acceptance of these five simple booking conditions and the safeguarding clauses – please read carefully and agree to each condition:

☐	1. All rehearsal and event booking times must be agreed with our Bookings Co-ordinator at the time of booking. Please note: all our front of house staff are volunteers. We request that each 'half' of an event does not exceed 45 minutes, and ask that a total event booking (excluding rehearsal time but including box office, performance, refreshments time, tidying up and leaving) does not exceed a maximum of three hours.
☐	2. All event programme content must be approved in advance with our Bookings Co-ordinator as being suitable for performance in the church.
☐	3. Performance space and all movement of furniture must be agreed in advance with our Bookings Co-ordinator. Anything moved must be returned to the correct positions at the end of the concert. You must ensure audiences and performers respect the facilities.
☐	4. All presenters and speakers must use the microphone system provided, to ensure that our accessibility criteria are met and the audience can hear clearly wherever they are sitting in the building.
☐	5. All fees agreed with the Bookings Co-ordinator must be paid within 30 days following the event.

Safeguarding clauses

Please provide a copy of your risk assessment and safeguarding policy for the event to the Events Co-ordinator.

☐	Please confirm you will take all reasonable steps to ensure that no person is at risk of harm during your event at SMSG church, adhering to good safeguarding practice relating to all those attending the event.
☐	Please confirm if your event is covered by a public liability insurance which covers any safeguarding claims arising from anyone participating in your event.
☐	Please read and agree to abide by the Parish Safeguarding Policy including the Code of Safer Working Practice, as part of this booking agreement.

If you fail to comply with the above, this would constitute a breach of the booking agreement, and may result in it being terminated.

Booking charges

Option A. All profits to church funds

Booking charges waived.

Option B. Tariff

1. Minimum hire charge of £200*

This includes use of the Church and Parish Hall, both kitchens if required, use of the organ and/or piano, access on the day for rehearsal and performance, any utility charges (excluding heating).

2. Plus a profit-share agreed in advance

A share (30%) of the profits reported after the event based on all takings for admission to the event.

3. A Heating Charge of £10.00* per hour

In cold weather 5 hours of heating up time prior to the event is required for the church to reach a comfortable temperature.

* A higher hire fee may be charged if the church is booked for longer than 7 hours or if it is hired for making a commercial video or audio recording. The heating cost is subject to change should the church heating contract increase in price.

Signed by hirer		Date signed	

Office use only:

Hire fee and profit share to invoice	
Number of hours for heating multiplied by heating charge (heating on 5 hours before booking start time, off at concert end time)	
Copy of hirer risk assessment and safeguarding policy received	