

The Collegiate Church of St. Nicholas

Lombard Street, Galway

www.stnicholas.ie



GENERAL INFORMATION FOR THOSE WISHING TO BOOK THE CHURCH

Please note that St Nicholas' Collegiate Church is a sacred space, not just a concert venue.

It is also a medieval building with wonderful acoustics. While the complex nature of the acoustics is very complimentary to most music, this is not the case with non-musical performances, and these have not been found successful on previous occasions. Detailed information about the acoustics is available upon request.

We would require that the content and nature of any performance or event be suitable for such a sacred building, and that you consult with us beforehand. Please take these facts into consideration before making a booking.

In practice, this means that certain areas of the building and certain objects, ornaments and items of furniture in the building are not for hire and must not be disturbed.

We would much prefer that disturbance of the building is kept to a minimum, in terms of seating, staging, lighting and sound equipment, and in keeping with health and safety requirements. Stages and equipment at the west end (i.e. in front of the glass doors) are not permitted. If your performance or event requires elaborate arrangements, please think again. This building may not be suitable for you.

The Select Vestry is very happy to discuss the details with you **before** any arrangements are entered into. Please see paras 3 & 4 of the contract.

Many people make use of the church during the day, either as tourists, and/or for prayer. This means that, without previous agreement, the building must be kept open to the public at all times.

All those hiring the church must have their own Public Liability Insurance in place. The Select Vestry must see evidence of this.

For rates of hire please contact the Bookings Secretary.

Seating available: 200 chairs + pews along the walls

For hire: Extra chairs @ €1 per chair per event

Grand piano @ €200

Booking Secretary: Mrs Catherine Moore Temple
Email: bookings@stnicholas.ie
Phone: 086 3898777

Select Vestry Secretary: Mrs Ann Walton
Email: info@stnicholas.ie
Phone: 087 2176799

CONTRACT/AGREEMENT FOR HIRING ST. NICHOLAS' COLLEGIATE CHURCH GALWAY
MADE BETWEEN THE ORGANISATION BOOKING THE CHURCH AND
THE SELECT VESTRY OF ST. NICHOLAS

Organisation responsible for booking (*please print*): _____

Name of authorised person acting on behalf of organisation (*please print*): _____

Phone number(s): _____

Address: _____

Email address(es): _____

Date of event: _____

Name or type of event: _____

We, the Organisation, agree the following :

1. To provide the Bookings Secretary, St. Nicholas' Collegiate Church, with a letter from our Insurance company confirming that a Public Liability Policy is in place indemnifying the Select Vestry of St. Nicholas Collegiate Church and the Representative Body of the Church of Ireland against any public liability claim to a value of €6,500,000. This cover should extend to any sub-contractors being used or hired by the Organisation.
2. To be responsible for the cost of the repair of any damage to building, furnishings or grounds or loss of furnishings etc. that may occur during the rental period.
3. In light of the foregoing GENERAL INFORMATION FOR THOSE WISHING TO HIRE THE CHURCH, to respect the sacred nature of the building, and also its medieval ambience in:
 - (a) the content of the performance, event or exhibition, and to furnish a script, or accurate description of the performance, event or exhibition if requested in advance of any agreement to the Select Vestry.
 - (b) the arrangement of church furniture, fabric and seating
 - (c) the use of staging, lighting, sound systems, props, etc.
4. To furnish, if requested, a floor plan, a method statement and/or a risk assessment for the event to the Select Vestry for approval. Such documents must include provisions, where determined by the Select Vestry, for the safety of those other than event patrons who wish to enter the church while the event is being set up/taken down.
5. To discuss with the Select Vestry any proposed use of candles and to comply with any regulations/instructions made for the use of same.

6. That all communications re bookings and arrangements for practices, rehearsal times, conducting of events, must be agreed in advance with the Booking Secretary who acts on behalf of the Select Vestry.
7. To make, or have the Parish Representative make, a Safety Announcement at the start of the performance as per the provided instruction sheet.
8. After the event to return all furnishings (chairs, altar, reading desk, choir stalls, etc) as per the layout diagrams and photos provided and to leave the church clean and litter free. Where this is not the case an additional charge of €200 will be levied to return the building to acceptable standards.
9. To ensure that vehicles being used by the hirer and allowed to park in the church grounds must park only in designated areas for pre-agreed periods and must not hinder access to other vehicles or pedestrians entering or leaving the church and church grounds.
10. That the Select Vestry reserves the right to cancel any booking in the unlikely event that it should be necessary to hold a funeral or other essential service in the church and that, in such an instance, the Select Vestry is not responsible for any losses incurred by the hirer. The Select Vestry cannot guarantee any further dates as compensation.
11. To be responsible for the payment to the Performing Rights Society, or any other body with similar legal entitlements, of all royalties, dues, etc., which may be liable in connection with the performance.
12. To be responsible for all publicity, advertising and promotion of the event.
13. To abide by the direction of the Select Vestry when placing posters and promotional material in the church and in the grounds of the church.
14. To agree that the decisions of the Select Vestry will be accepted in regard to all matters.

Signed: _____
on behalf of the Organisation

Date: _____

Signed: _____
on behalf of the Select Vestry

Date: _____