



PART D - Schedule of Standard and Additional Charges

(valid from January 2026)

Standard Charges (Not applicable for to hire of the church for filming)

1. The following standard charges are for information. They are used in the calculation of the Hire Fee (at time of booking):

(a) Hire of Church – includes House Manager, Event Assistant and one Security Guard

Up to 4 hours ending by 10pm	£980
Each extra half-hour before 10pm	£125 per half-hour
Supplement for each half-hour between 10pm and 11pm	£60 per half hour
Fixed discount for registered charities	£100
Discount for hires between Monday and Thursdays (Jan to Nov)	£80
Use of the gallery (up to 100 people) £25 per half-hour plus 2 stewards , at rates below	
Use of the gallery (up to 200 people) £40 per half-hour plus 4 stewards , at rates below	

(b) Staff

Role	Up to minimum period	Cost per extra half hour
Additional Security Guard – up to 6 hours	£190	£15.80
Steward – up to 4 hours	£105	£13.10
AV / Tech Operative – up to 4 hours	£155	£19.40

(c) Additional Facilities (per event)

Main Church Organ	£200
Chamber Organ	£150
Yamaha C5 Grand Piano	£150
Piano tuning for your event	£120
Microphones and fixed speakers	£25
Active Freestanding speaker: HK AudioPolar 10 (Max. SPL peak - 127 dB)	£25
Active Freestanding speaker: Turbosound, iNSPIRE iP500 (Max. SPL peak - 118 dB)	£20
Use of A/V Streaming Equipment	£100
Screen and Projector	£100

(d) Alcohol sales

Application by a PCC member or representative for a licensing exemption, TEN fee plus admin	£36
Bar Buyout, when necessary permission and licensing exemptions are in place	£200

(e) Charges vary on the circumstances when the PCC sources musicians or additional external toilets.



Additional Charges

2. **Keys:** In the event that keys are lent to the HIRER but not returned at the end of any Hire Period, the PCC may, at its discretion, have new keys cut or it may have new locks fitted. All costs incurred in key cutting and replacement of locks (together with consequent replacement of all issued keys) shall be paid by the HIRER to the PCC, together with all associated administration, charged at £30 per hour.

3. **Cleared / Clean / Tidy:** If the Premises are not left in the required condition, such that church staff or others are required to put the Premises into that condition, then:

(a) if cleaning work is required, a cleaning charge of £30 per hour per person shall be paid by the HIRER to the PCC;

(b) if the work required is more than can reasonably to be expected of cleaners, then the cost of having the work carried out by others shall be paid by the HIRER to the PCC, together with all associated administration, charged at £30 per hour.

4. **Overrunning:**

(a) If the HIRER does not clear and vacate the Premises by the end of a Period of Hiring then before 10pm additional charges of £100 per 30 minutes and after 10pm additional charges of £150 per 30 minutes, are payable by the HIRER to the PCC for each whole or part half-hour's overrun.

(b) Musicians will be retained until the end of their performances. Stewards will be retained until the public have vacated the building. AV Staff will be retained until they have had opportunity to pack away the church's AV equipment. Concert Assistants, House Manager and Security will be retained until the venue is cleared, vacated and ready for locking up. When staff are retained beyond the times shown in paragraph 7 of Part A then the following additional charges apply per person.

Role	From the end of a Period of Hiring to 11pm; in intervals of up to 30 minute each	Travel costs for any staff detained beyond 11pm
House Manager	£22	£80
Event Assistant	£18	£80
Security Staff	£18.20	£80
Steward	£15	£80
AV Staff	£22.30	£80
Musician	£50	£80

5. The HIRER shall also remain liable for any additional loss or damage to the PCC which results from overrunning any Hiring Period or from breach of terms of this Hiring Agreement, including but not limited to, loss of hire income from other hirers.