



The Parish of S. Paul, Deptford

Rector & Parish Priest: The Revd Fr Paul D. Butler
Churchwardens: Ms Lavern Ford & Mr Andrew Taylor

All Correspondence to:

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CONDITIONS OF USE OF S. PAUL'S DEPTFORD **(as at 11th AUGUST 2023)**

Welcome to S. Paul's Deptford. We are a happy and inclusive church. We welcome a great variety of visitors for worship, performance, recording and quiet meditation throughout the year. The beauty of the Grade 1 listed building however is fragile and deserves respect at all times. All users of the church must comply with these conditions, insofar as the conditions apply to the use in question.

These conditions have been drafted, pursuant to the best practice for the hiring of church buildings, and following consultation with Film London, the Churches Conservation Trust, St Paul's Knightsbridge, Southwark Cathedral, St Martin's in the Fields, St Peter's Walworth and several other London churches.

The crucial point is always to talk through your requirements with us first.

S. Paul's may employ **a conservator and/or church minder** who will be present, during your hiring of the church. By agreement with you, the costs of employing a conservator or church minder will be added to your itemised invoice. Please liaise with the conservator or church minder as necessary.

TREATMENT OF THE BUILDING

The main sanctuary, which is the area around the High Altar, and **the Sacrament Chapel**, which is in the northern aisle (to the left of the church as you face the High Altar) are special places. These special places must be treated with respect at all times. S. Paul's members will move the altars and candlesticks, if need be. All coats, bags and other personal items must be left elsewhere in the building. Nothing must be placed on the two altars or in the niches with statues on either side of the High Altar. Only chairs with protective feet may be used in the sanctuary. Protective feet or pads must be used with music stands, instruments, or any other item, in the sanctuary. Cellos and basses must have appropriate floor protection for the spikes.

Do not place **bags, instruments or any other objects with sharp edges** on the pews, as the pews scratch very easily.

You must not do anything which would damage **the woodwork and marble** of this historic church. No kind of tape shall be used for rigging up or marking up the church.

Please inform S. Paul's as quickly as possible about any **accidental damage to the building or its contents**.

No **furnishings** may be moved without permission. Permission may not always be possible.

If permission is given to use any furnishings, when you have finished using them, please put them back where they came from.

There are **chairs for use in the church**. There is no need to bring up chairs from the crypt.

No **candles** are to be used in any performance unless specifically agreed with S. Paul's and burnt under supervision.

Prior permission must be obtained if you wish to use the **organ** and an additional fee will be charged.

The **church's sound audio system** is only available for use by the hirer, if requested in advance and operated by a member of S. Paul's.

You must not adjust the **heating controls or the lighting**. Please address any requests about heating or lighting to S. Paul's members. When your event has concluded, all lights must be turned off. If S. Paul's members are present, they will see to this.

There is **no access to the tower, and to the sacristy** (to the right of the sanctuary on the southern side of the building).

THE CHURCHYARD

If you have hired the use of the churchyard, you must not erect anything on the steps and podia of the church or in the churchyard itself and you must not dismantle or move any of the fixtures in the churchyard, except with the approval of S. Paul's, and under the supervision of a representative of S. Paul's.

CHURCH'S LITURGY

Because of **the church's liturgy**, it is not normally possible to set up equipment or use the church before 10am or after 5pm. You must take this into account when planning starting and finishing times for rehearsals, filming or performances. Sunday bookings, including setting up, will only be agreed in exceptional circumstances. Please note that the Rector and the Churchwardens have access to the church for urgent maintenance, or pastoral needs, for example, for access to the Blessed Sacrament and Holy Oils or to hear Sacramental Confessions.

CLEANING AND WASTE DISPOSAL

Please agree in advance **cleaning arrangements** for your event, both before and after.

Please leave the church in the condition in which you found it and clear up any mess. By agreement with hirers, S. Paul's will arrange for a cleaner to clean at the end of the hiring and the cost of employing the cleaner will be added to your itemised invoice.

Please ensure that the **toilets** are kept clean for the next user. Sanitary towels should be disposed of in the receptacle provided and not put down the toilet. When children are using the toilets, the hirer should take special care to avoid any misuse.

Disposal of waste: All waste generated during the period of the hire should be disposed of in the bins in the kitchen or, if full, in black bags. Bottles, glass, plastic, paper and cardboard should be put in the designated recycling bin (in the kitchen).

CLOSING THE CHURCH AND THE CHURCHYARD

Everyone must **leave the church within ten minutes of the agreed closing time.**

The churchyard is locked at night. If S. Paul's has agreed that the hirer may lock the gates unsupervised by S. Paul's church members, the hirer must ensure that all gates are locked and that no persons remain within the church grounds. **Churchyard keys** must be returned to S. Paul's, at the date and time agreed with S. Paul's.

DRINK, FOOD AND SMOKING

No **drink or food** is allowed in the church, except for bottled water. Food and non-alcoholic drink may be consumed in the crypt below the church. St Paul's provides a hot water urn, mugs and utensils, for tea and coffee. Apart from this, the hirer must provide their refreshments and other facilities. Please wash, dry and put away any cups, crockery and utensils which you have used, and generally tidy away, after eating and drinking.

Alcohol: The churchyard, including the church podium, is an alcohol free zone. The zone is strictly enforced. You must not sell alcohol in the church. If however you wish to supply free alcoholic drinks in the crypt, please discuss with S. Paul's. We cannot guarantee our agreement.

There is a strict **No Smoking** rule in the church, including in the crypt and on the podia.

EMERGENCY CONTACT DETAILS

We will give you **mobile and landline numbers for S. Paul's contact people** in case you have any problems, when we are not on the premises.

EXTERNAL DOORS AND ALARM SYSTEM

Please ensure that **doors to the crypt and church** are left closed and locked when unattended.

By arrangement, it may be possible for you to borrow a **key to the crypt door**, for your use during your hiring. The key must be returned to S. Paul's at the date and time agreed with S. Paul's.

There is an **alarm system** for the church. We will arrange with you whether you are responsible for setting or unsetting the system, or whether S. Paul's members do so.

HEALTH AND SAFETY ISSUES

During your hire, you must **ensure that the church is a safe environment** for your staff, contractors and performers, and for other users of the church.

Please ensure that you are familiar with the **fire safety arrangements and exit routes** in the church if necessary. It is important that no belongings block the fire exits.

If you wish to install **temporary electrical installations or lighting**, please discuss with us.

For all temporary electrical installations, RCDs (local circuit disrupters) must be fitted for protection. All electrical appliances which you bring into the church must be annually tested.

See also the sections above on emergency contact details, and on external doors and alarm system.

HIRER'S EQUIPMENT AND BELONGINGS

You are responsible for the safety of **your equipment and belongings**. We recommend that all users of the church keep their belongings with them at all times as it is not possible for S. Paul's to guarantee their safety.

Equipment and belongings may be left in the church overnight when the hiring is for a period of time, at your risk. All equipment and belongings must be removed promptly when the hiring has concluded; otherwise S. Paul's may make an additional charge for storage costs.

LEGAL AND OTHER REQUIREMENTS

Audience capacity for concerts and other events: Due to fire regulations, there is a maximum number of people allowed, including performers, on the ground floor and in the galleries. S. Paul's will advise you on the numbers. It is essential that S. Paul's is given precise information about the number of performers at a concert or other event before it can be publicised or put on sale. This is to ensure that capacity is not exceeded. Please note

that the “number of performers” includes any staff members brought by the performer as well as the conductor, soloists, chorus members and instrumentalists.

Copyright and performing rights: In the case of the public performance of live music (and similar events) the hirer must comply with all requirements of copyright and performing rights arrangements.

Insurance: All instruments, equipment and personal belongings are brought into St Paul’s at the owner’s risk. The hirer must be insured for public liability whilst on the premises. Please confirm that this is the case and the amount insured.

Law of the Church of England: Church law requires that all words, music and pictures in any play, concert and exhibition must be suitable for the House of God, must not contradict Christian teaching, and must be edifying. This law applies to any recordings of films or television productions. In addition, there shall be no indecent behaviour in church. Please ensure compliance to these regulations (Canon F15 para. 3 and Canon F16 para. 1).

Performance area layout: You must complete a plan of the performance area showing your proposed stage layout, as this will facilitate the set up for your rehearsal. We will supply you with a copy of the plan. Any additional moves within the performance, for example a piano move, must be discussed with S. Paul’s.

Recording, videotaping, photography or broadcasting of rehearsals, concerts and events: Permission must be gained in advance for any recording, videotaping or photography that

will take place during a rehearsal, concert or event. If permission is not sought in advance, S. Paul's reserves the right to withdraw facilities. On no account may a TV or radio broadcast be arranged, or a private recording of a concert or event be put to commercial use without the prior agreement of S. Pauls. S. Paul's may impose a facilities charge for such arrangements.

PARKING

There is limited **parking** in the churchyard. Prior authorisation for parking must be obtained and an additional charge may be made.

Parking in the churchyard is at the risk of all users of, and visitors to, the church. Do not leave any valuable items in any vehicle.

It is possible to park in some streets in the vicinity of the church. Again this is at the risk of all users of, and visitors to, the church. Do not leave any valuables in any vehicle.

PEOPLE WITH DISABILITIES

There is entrance to the building for **people with disabilities** through the crypt door on the south side of the church. There is a lift from the crypt to the church.

PUBLICITY AND SALE OF TICKETS

Publicity: Please acknowledge S. Paul's Church Deptford in any publicity, brochures, programmes, notices, press releases, etc.

Sale of tickets: Please note that if you are hiring the church for a concert, tickets for the concert cannot go on sale until the signed contract has been received.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

S. Paul's has a **policy for safeguarding children and vulnerable adults**. All hirers must agree to the policy before making a hiring with the church. They must also have a safeguarding policy of their own. S. Paul's Church follows the Diocese of Southwark Safeguarding Policies and Procedures available here: [**https://southwark.anglican.org/safeguarding/**](https://southwark.anglican.org/safeguarding/)