

**Venue Hire**

**St. Peter’s Church, Preston Park**

Preston Drove, Preston Park, Brighton, East Sussex. BN1 6SD



Thank you for considering St. Peter’s Church at Preston Park as your event space.

In choosing this church as your venue you will be supporting the on-going conservation work of The Churches Conservation Trust.

Offering a beautifully atmospheric and unique venue space, St. Peter’s Church is ideal for a whole range of events.

In particular, the church lends itself well to community events, commercial hires, rehearsal space, exhibitions and photo shoots. Please get in touch to discuss how you would like to use this fantastic historical space.

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**Using the church for your event**

St. Peter’s Church, Preston Park is a Grade II listed building of significant historical importance. It is a wonderful atmospheric space for events of all kinds, but it has to be treated sensitively and shown the respect that you would a normal church.

**About the church**

This simple square-towered church, built from flint rubble, is 800 years old. It stands in the beautiful landscaped park of Preston Manor. Now all looks serene but in 1906, the church was damaged by fire and nearly lost its greatest treasures - its fourteenth-century wallpaintings.

Today, the paintings stand out in reds and browns against the limewashed walls. Although fragments, you can pick out the nativity with a bowl-shaped crib and the infant Jesus. The violent scene of Thomas Becket's murder in Canterbury is clearer - you can see one of the four knights, possibly William de Tracy, plunge his sword into Becket's head and you can see blood dripping from the hand of Edward Grim, Becket's chaplain, who was injured while trying to protect him.

Sumptuous twentieth-century restoration brought the church new life after the fire, and today the walls, windows and floors around the altar glow with a gorgeous mix of pattern and colour.

**Risk Assessment Information**

**St. Peter’s Church, Preston Park**

|  |  |
| --- | --- |
| Age / size  Churchyard vested to CCT?  External construction  Internal construction  Floors – above and below ground  Approach to church  Entrances: Steps / width / access  Main:  2  3  Chancel – steps / floor condition  Nave Flooring / condition  Aisles / pews  Side aisles  Area of church  Ht of ceiling  Tower  Bells  Galleries  Other: | Discreet 12th century church hidden behind trees in land once owned by the neighbouring Preston Manor to the north of Brighton in East Sussex.  Consists of chancel, nave, tower at west end of nave with tower base open to nave. North porch. South vestry open off nave, opposite porch.  Yes  Construction materials of stone, glass, tiles, wood, plaster, brick.  Stone pillared arches and limewashed wall with large perpendicular windows. Ceiling is barrel vaulted with a wood frame and plaster panels. Wooden pews, mosaic floor in chancel, parquet floor/ledger stones in nave, plastered walls, exposed wooden beams in ceiling  Nave and chancel are on the ground floor. The Tower is out of bounds.  From Preston Drove at the north side of Preston Manor, the tarmac lane to the church, then concrete path to the north porch with one step down to a flagstone porch floor.  North porch door 139 cm wide with 1 step down to nave floor. Ramp is available  South Chancel door is usually kept locked – 105 cm wide.  Level floor to flagstone floor and choir area (with chairs). 3 further steps up to altar past the communion rail. All in reasonable condition.  Large and small flagstones. Some worn but all in reasonable condition.  Seating capacity, including choir stalls 120. 6 chairs in each side of the nave, seven rows each side = 84. **Total capacity with one exit is 60.** Central aisle 100 cms wide.  None  215 sq.m  11.42 metres  No public access to tower  Ground floor ring. Three ropes looped over rungs of ladder in open tower base.  None |

**The Floor**

* Please do not drag any furniture, sound equipment or other items that you may be bringing into the church, even if they have castors. Always lift items clear from the ground and place them down carefully.
* Wear suitable footwear. No stilettoes or high heels are permitted. Also, please wipe your feet on entering the church to remove any small stones, which can cause gradual erosion to the tombstones.
* Ensure that you sweep the floor well after your event, using the broom, dustpan, and brush provided to remove any loose stones, which may cause further damage.

**Access by the Public**

* The church has a capacity of 60 people at any one time. It is very important that you do not exceed this. For this reason it is important that you have someone on the door at your event at all times.

**Toilet Facilities**

* The church has no running water and no toilets. For daytime events, arrangements can be made with the Café in Preston Park, but it is your responsibility to do this. If you wish to hire portaloos for your event these must be placed outside the front of the church and you will be responsible for liaising with the local council regarding suitable placement.

**Insurance**

* You will need to provide CCT staff with a copy of your own event public liability insurance prior to your event. This can be purchased from a wide range of brokers.

**Sale of Alcohol**

* If the event is open to the public and you wish to provide alcoholic drinks, the event organisers are required to complete and submit a Temporary Event Notice to the local authority, copying it to the local police. This must be provided no later than 10 working days before the day on which the event is to start. Your CCT contact will have copies of the Temporary Event Notices. Alternatively they can be downloaded from the gov.uk website, where further information may be obtained.
* <https://www.gov.uk/government/publications/temporary-event-notice-application-form>

**Electricity Usage**

* There are electric sockets in the church. You are welcome to use these but please do assess the required estimated usage at the booking stage and this will be included in your hire fee. You will need to provide your own extension cables etc.

**Cleaning Arrangements**

* In booking the church, you are agreeing to leave the building as clean and tidy as it was when you arrived. We will provide a broom and a dustpan and brush for you to sweep the floor as mentioned above. There is currently no bin provided so you will need to provide your own bin(s) as well as disposing of / recycling your own waste.

**Access by Churches Conservation Trust Staff**

* It may be necessary for members of the Trust and its representatives to gain access to the church whilst your event is in occupation.

**Accidental Damage to the Building or Contents**

* Please inform the Trust as quickly as possible so that the matter may be investigated and appropriate reimbursement and repair agreed.

**Church Fittings**

* Please ask in advance if you wish to move any furnishings or fittings. This may not always be possible. You are welcome to use the stacked chairs but please do not drag them across the floor.

**Fire Prevention**

* Please ensure you are familiar with fire safety arrangements and exit routes in the church. If necessary, we can seek guidance for you from the local Fire Prevention Officer, which may require you to provide door stewards, depending on the number of people attending your events. The Trust has a Fire Safety Policy document available if you require it.

**Candles**

* If you propose to use candles please ask your CCT contact for our policy “Candles in Churches”. In most cases, candles will be permitted as long as they are supervised at all times and there is no risk of wax spillage.

**Keys**

* It may be possible to provide you with a set of keys for the church around the time of your event, but please ensure that you return them to the church representative after use as any cost relating to lost keys (such as changed locks) would need to be met by you.

**Lost or Stolen Goods**

* Please take care of your belongings and do not leave anything of value where it can be clearly seen. The Trust cannot be held responsible for items lost, damaged or stolen whilst using its churches.

**Preliminary Visits and Risk Assessment**

* A preliminary visit is essential to enable the organiser (or teacher in the case of school groups visits) to complete the necessary risk assessment, including health and safety and access issues (e.g. vehicular and disabled access).
* As the church is an historic building it contains uneven flooring, narrow walkways, limited lighting and no toilet facilities. Pre-booking is essential to ensure that the church is open at the times you wish to visit.

**Publicity**

* Please acknowledge the Churches Conservation Trust in any publicity – brochures, programmes, notices, press releases etc. (see page 8 – Promoting your Event). As far as possible, drafts should be agreed in advance.
* We also ask that you ensure that the Trust’s own literature remains available and easily seen in the church and that you do not obscure wall safes or remove Trust signs.

**Restricted Areas**

* In some churches, it is necessary to have restricted areas, which will be pointed out to you. We ask that you ensure that anyone using the church is aware of this.

**Smoking Policy**

* Smoking is not allowed anywhere in a Trust church or churchyard.

**Schools Visits**

* Do brief your pupils about their visit. Ask them to respect other visitors and the fabric of the building. Please remember that you are responsible for the behaviour of your group and must remain with them at all times.

**Staging**

* Please discuss in advance with the church representative if you wish to erect scaffolding or staging. Due to the delicate nature of our buildings the Trust may need to consult its Architect. This may incur a charge to you, which would be discussed with you in advance of your event. For example on scaffolding, pole ends would need to be capped, a thick soft material such as carpet under felt put under scaffold bases, and no fixings or loadings would be used.
* Please also ensure that there is free and unobstructed access through all the aisles and to exit doors.

**Temporary Electrical Installations/Lighting**

* We are happy to discuss electrical installations with you and request that adequate notice is given before your event takes place. As many Trust churches have valuable wall paintings, fragile materials or furniture we may need to seek professional advice, incurring an additional charge, which would be agreed with you in advance of your event.
* For all temporary electrical installations, RCDs (local circuit disrupters) must be fitted for protection. We also request that any electrical appliances you may bring in to the church have been annually tested.

**Temporary Fixtures and Fittings**

* Due to the fragile nature of surfaces etc. we ask that you consult with the church representative on items you wish to display, and avoid using screws or nails and Blu Tak.

Only small strips of tape (not Gaffer tape) can be used to mark the concert set up on the church floor, to be removed at the end of your event. Cellos and basses should have appropriate floor protection for the spikes.

The Trust greatly appreciates your co-operation on these essential points. If you have any other queries not covered by the above, we will be pleased to discuss them.

***FLOOR PLAN NOT YET AVAILABLE***

***(TO BE ADDED)***

**Promoting your Event**

The Churches Conservation Trust is keen to help make your event a success! Please follow our guidelines when creating your promotional materials, as well as referring to our helpful hints on all aspects of promoting your event:

1. The Trust logo should appear on all posters, leaflets, programmes, flyers, catalogues and invitations, and is available in JPG format by email from our regional office. Your CCT contact will be able to send you the logo electronically.
2. Please include the following wording in all promotional material:

*In partnership with The Churches Conservation Trust*

3. You may find it useful to refer to this checklist when preparing flyers and posters to ensure that you have included:

 the ticket price (including the concessionary rate) and details of where tickets can be purchased;

 the time and date of the event;

 the Trust’s website address – [www.visitchurches.org.uk](http://www.visitchurches.org.uk/) (as well as your own if

applicable);

 the event organiser’s contact details.

4. All drafts of promotional and publicity material should be approved by the church representative before going to print.

5. Please be aware that the cost of promotion and publicity materials will normally be met by the event organiser.

We may also place details of your event on our website and can ensure posters and flyers are displayed in the church where your event is taking place.

In addition, we often have useful local press contacts.

**Fees for Hiring**

**St. Peter’s Church, Preston Park (Updated November 2020)**

**Hiring the Church**

Our aim is to conserve the historic fabric and steadily improve the facilities in our churches over time. We rely on donations and charges to users to be able to keep our churches open.

The current scale of charges for this church is set out below.

Please note there is a minimum charge of £100 per booking.

**A:** Community Group/Voluntary Group/Registered Charity (events that benefit the community)

**Price Per Hour: £7**

**Price Per Day: £35**

**Price Per Week: £210**

**B:** Amateur Recreational and Hobby Groups/Local Social Events (non-professional arts or entertainment or social events)

**Price Per Hour: £18**

**Price Per Day: £90**

**Price Per Week: £460**

**C:** Commercial Use/Professional Use/Private Hire

**Price Per Hour: £30**

**Price Per Day: £150**

**Price Per Week: £900**

**Payment:** For all bookings, 100% payment is required by one calendar month in advance of the start of the hiring period, prior to the hiring being confirmed back to the hirer.

If the payment is not received in the appropriate time, the CCT reserves the right to re-book the church.

**Exhibitions/Fairs:** To book the church for longer than a week we can offer a reduced rate. The CCT Local Community Officer will discuss this with you.

**Sales:** 10% commission will be charged on the sale of any CDs and merchandise in our churches.

For an additional charge, and if they are available in the church, these items can also be hired:

Organ, Piano, Seating, Pew Cushions, Sound Systems, Catering Urns, Crockery

(Please note, not all sites have these, so please enquire locally)

**Parochial and Church Services**

CCT Churches can be used for Parochial and Church services, and a fee will be payable to the Trust.

However, all bookings are subject to the agreement of the local incumbent who has the final say on whether the church can be used for the purpose required.

Please see the separate information concerning religious and certain other specific uses of Trust churches.

Fees include:

* Wedding - £500
* Blessing - £500
* Renewal of Vows - £300
* Funeral – £200
* Baptisms – £100
* Naming Ceremony - £100
* Weekday or Sunday Service No charge but we ask that a collection is held towards the cost of repair

and maintenance of the church and that 100% of that collection is paid

to the Trust.

**Contact Information**

If you’d like to arrange a viewing, check availability or make a booking,

please use the following contact details:

e: [southeast@thecct.org.uk](mailto:southeast@thecct.org.uk)

t: 01223 324442

CCT South East

8 All Saints Street

London

N1 9RL

***We look forward to hearing from you.***

***How to find the church:***

**Road directions**

Immediately adjacent to Preston Manor which is at the northern tip of Preston Park on the A23 in Brighton.

Main entrance from Preston Drove but footpath from Preston Park itself through churchyard. Limited pay and display parking & toilet facilities are available in Preston Park.

**Public transport information:**

Nearest railway station: Preston Park (0.5 miles)

**OS Reference No.:**

50.84244035+0.149268976

**What3Words:**

text.spout.sober