

Terms and Conditions for Concerts in the Church

1. **Total Capacity Reigate Park Church will allow for:**

- a) If using Church only is a total of 280 attendees; and
- b) For the Church & Park Room are 330 attendees

*Subtract the number of performers from the appropriate limit and this gives you the number of tickets you can sell. **Please limit your ticket sales to this number.** It is not permitted for Health and Safety and Fire Regulations to squeeze more people in, whether by standing, or by using extra chairs. The aisles at the back of the Church and all fire exits must remain clear at all times.*

2. **Ticket sales and Car Park**

- a) Number all your tickets
- b) Limit the number sold at the door
- c) Ensure there are sufficient volunteers to steward the car park and stop anyone parking on the road or down Priory Drive. It might be useful to add the following to the back of your tickets: "As the Church is located on a bus route, it is essential that the road outside remains clear". This alerts attendees to park considerately
- d) It is possible to double park cars in the lower park of the main car park, and down the office side car park but do not block the fire exits
- e) Please do not park cars in front of the main Church doors as this area must remain clear for emergency vehicles

3. **The Church furniture** can be moved subject to prior approval. If you move any furniture it should be replaced in the correct position. Please see plan at the back of Church.

Please do not move the organ or pulpit without prior arrangement.

If this is your first time of using Reigate Park Church and you wish to move the chairs, please speak to the Church and Community Manager. Sadly chairs have been damaged due to people not knowing how to interlock them properly.

4. **Church Fire Regulations** state that everyone attending a concert must be informed of the fire exits before the start of the concert by way of an announcement. Please familiarise yourself with these exits.

There are three exits from the Church. Please see the fire notice on the wall by the church entrance doors.

The fire exits in the hall are the double crash fire exits at the back of the hall and the main door in to the foyer to the external doors onto the car park.

The kitchen has one fire exit onto the patio.

5. **Consumption of Food and Drink** is not permitted in the Church. Glasses of water for singers is permitted if required.

6. **Licences:** a) The consumption of alcohol is permitted on the premises but the sale of alcohol is not permitted without a licence. Reigate Park Church does not have a licence to sell alcohol. The inclusion of alcohol on a ticket, or donations given in lieu of alcohol constitutes selling alcohol and a Temporary Events Notice (TEN) is required. It is the Concert provider's responsibility to obtain this licence. Licences are obtained from Reigate and Banstead Council. A copy of this licence needs to be forwarded to the Church & Community Manager 7 working days prior to the event, and the licence needs to be displayed on the Concert night(s).
- b) Any music being played which is within copyright needs a PRS for Music Licence. It is the responsibility of the concert provider to ensure a licence is in place at the time of the performance, or they are covered for playing copyright music.

7. Please remember items are left at the owners risk. Reigate Park Church does not accept responsibility for items that go missing or are stolen. Therefore you may like to have someone keeping surveillance of the premises while the concert is on.