

**St Giles PCC**  
**St. Giles' Church Oxford, Church Booking Agreement**  
*Woodstock Road, Oxford, OX2 6HT*

Please sign and return this form by post, together with a cheque for the £75 booking fee (payable to St Giles PCC) to our Administrator at the above address. Note that bookings are not confirmed until you have received written confirmation from our administrator and payment has been received. Payment may be made direct to our bank account, see terms and conditions for details.

**NAME OF MAIN CONTACT:** \_\_\_\_\_

**ADDRESS OF MAIN CONTACT:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PROPOSED DATE OF CONCERT/RECITAL:** \_\_\_\_\_

**PIANO TUNING REQUIRED (at extra cost): YES/NO**

**NAME OF GROUP** \_\_\_\_\_

**WEBSITE DETAILS (if applicable)** \_\_\_\_\_

**names of members of the group (not applicable for large choirs/orchestras):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TITLE OF CONCERT:** \_\_\_\_\_

**PROGRAMME (full details to be submitted at least 4 weeks before the concert)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to the terms and conditions of booking (see reverse).**

Signed ..... Date .....

Print Name.....

## **ST GILES' CHURCH**

### **TERMS AND CONDITIONS FOR CONCERT AND RECITAL BOOKINGS**

#### **General**

A provisional concert date will only be held for 14 days, and will be cancelled automatically unless payment is received by St Giles' within this time.

Concerts usually commence at 7.30 pm – except on Sundays, when the start time is 8.00 pm. There will be an interval, during which refreshments will be provided by St Giles'.

Three or four members of St Giles' will be present at the concert, free of charge, to act as stewards.

#### **Payment and Expenses**

There is a non-returnable £75 fee, payable at the time of booking, to cover the costs of administration, publicity, and a nominal contribution towards utilities.

A separate and additional cost of £80 will be incurred if piano tuning is required.

The ticket price will normally be £5, with no concessions allowed. However, this charge may be increased at the request of the performing artist.

A 20% share of the takings will be payable to St Giles', and the remaining 80% will go to the musician(s) or person sponsoring the event, or to the artist's chosen charity.

Payment may be made direct to the bank account of the St Giles PCC details of which are as follows:

Bank:	CAFBANK
Account Name:	St Giles PCC Oxford
Sort Code:	405240
Account Number:	00017039

Details of payments should be sent to the Administrator at [beneficemanager@st-giles-church.org](mailto:beneficemanager@st-giles-church.org) and to the Treasurer of St Giles at [treasurer@st-giles-church.org](mailto:treasurer@st-giles-church.org)

#### **Insurance**

St Giles' has public liability insurance cover, but cannot be held responsible for personal effects or instruments.

#### **Programme**

Full programme details must be received by St Giles' at least 4 weeks before the concert. A simple A4 sheet, showing the composer and title of each piece, will be produced. If programme notes are required, complete copy must be supplied to the Administrator by the artist(s).

#### **Publicity**

Information about the concert will be supplied via the internet to This is Oxfordshire (The Oxford Times, etc), Daily Information (internet version only), Concert Diary, Ox-Church Info and The Door. An email will be sent to all those on St Giles' mailing list who have expressed an interest in concerts. The concert will also be advertised on the St Giles' website and in the Benefice Magazine and weekly pew sheet. A simple poster will be produced by St Giles' and displayed on the church's noticeboards and distributed to selected sites in Oxford. A photograph of the artist(s) may be included, but this must be received at least 4 weeks before the event.

An additional charge will be payable if any further advertising is requested.

Publicity can only be achieved if all information on the concert is received at least 4 weeks before the event.

**Rehearsal Time**

If access is required for rehearsal, this must be arranged in advance with the Administrator. The church is not open all the time, and special arrangements will need to be made.

**Car Parking**

There is no car parking at the church, but there is public parking nearby. However, by special arrangement, it will be possible to park next to the church in order to unload and load instruments.