

## Hire Charges at Holy Sepulchre.

Thank you for considering hiring Holy Sepulchre. Costs associated with hiring can be found below. Special services costs can be found lower down the page.

Name	Cost	Comment
<b>Staff</b>		
Duty Officer	£20+£20/hr / per duty officer	Always required.
Tech Support	£60/hr	Required with sound desk hire.
<b>Church Spaces</b>		
Main Church Hire	From £100/hr	
Harmony Zone only	From £75/hr	
Side Chapels	From £75/hr	
Organ Mezzanine Room	From £75/hr	
Henry Wood Room	£50/hr	
John Rogers Room	£50/hr	
Kitchen	£50/hr	
<b>Musical Instruments and tech</b>		
Piano Hire	£120	
Piano Tuning	£120	Always recommended
Harpsichord	£120	
Organ	£120	
Sound desk	£120	Required if using more than x2 microphones
TV hire	£50/TV.	X4 TV's available in main church
<b>Concerts and Events</b>		
Concert and linked rehearsal	£750	Max x7 hours for concert hire and rehearsal
Concert	£500	Max x3 hours
Filming	Prices available upon request	
Wedding/Funeral/Services	Please see details below	
Meetings	Subject to costs listed above	
Dinners / receptions	Prices available upon request	

## Special Services at Holy Sepulchre

### Introduction

Thank you for your interest in holding a special service at Holy Sepulchre, The National Musicians Church.

We warmly welcome applications from those who have hired Holy Sepulchre in the past, as well as new applicants.

To apply to hold a special service you must complete the form on our website page. Your application will be considered, and the final decision will be made by the Bookings team.

If your application is successful, you will be sent a contract (which will be between you and Holy Sepulchre to read through and sign. Please also note that all applications for Special Services are subject to approval by the Priest in Charge and Bookings Team to avoid date or programme clashes across the church calendar. Submission of an enquiry form does not guarantee a booking / service.

If you have any questions about special services or any other aspect of our hiring procedures, please get in touch with our team at [Bookings@HSL.church](mailto:Bookings@HSL.church) and we will be happy to advise you.

If your application is successful we will offer you a proposed date. We will hold this proposed date for 14 days, pending your written confirmation, signed contract and deposit. Should we not receive either your confirmation or deposit by that deadline, we will release the date. Please note that bookings are not confirmed until a Contract has been issued by Holy Sepulchre and returned by you, with the deposit.

We look forward to receiving your application.  
The Bookings Team of Holy Sepulchre

**Special services would normally include our own Clergy, Director of Music, Organist, choir and/or contemporary worship leader.**

- 1. If you wish to use your own choir and/or musicians, you must write to the Director of Music and Priest in Charge requesting permission for this. A letter should be sent to [bookings@hl.church](mailto:bookings@hl.church). If permission is granted, fees will still apply for the use of our organ/piano/sound equipment.**
- 2. If you would like to involve invited members of clergy in the service you must write to the Priest in Charge with full details at [bookings@hsl.church](mailto:bookings@hsl.church) at the time of enquiry. Full details of all clergy to be involved should be given to allow for the necessary Diocesan checks required. \*See Note 7\***

Service Type	Service 1 (200 or less congregation/guests)	Service 2 ( 200+ congregation/guests)
<b>Special service in church (max 3 hours) Choral.</b>	<b>£2500</b> Includes the following; -Use of main church and 1 green room -staffing including AV support -Director of Music -Organist -Choir of 8 -administrative costs	<b>£3150</b> Includes the following; -Use of main church and 1 green room -staffing including AV support -Director of Music -Organist -Choir of 12 -administrative costs
<b>Special service in church (max 3 hours) Contemporary Worship</b>	<b>£2500</b> Includes the following; -Use of main church and 1 green room -staffing including AV support -Worship Group (x3) -administrative costs	<b>£3150</b> Includes the following; -Use of main church and 1 green room - staffing including AV support -Worship Group (x3) -administrative costs
<b>Extras</b>		
Front of House Staff (ticket check/security)	Prices available upon request	
Bell Ringers * required for weddings at Holy Sepulchre	From £200*	Price available upon request
Refreshments before / after service	Prices and suggested suppliers available upon request	
Flowers	Prices and suggested suppliers available upon request	
Book of condolence	Prices and suggested suppliers available upon request	

The fees listed above do not include ‘Clergy: Statutory Fees’ which are the statutory fees payable. These fees are detailed below. Please contact the bookings team if you have any queries.

<b>Clergy: Statutory Fees</b>	<p><b>FUNERALS £</b>  Service (in church, cemetery or crematorium, or funeral director’s chapel) £206  Burial in churchyard, preceding or following on from service in church £331  Burial in churchyard, on a separate occasion, or without service in church £360  Burial in cemetery or cremation immediately preceding or following on from service in church £30  Burial certificate, if required £16</p> <p><b>MARRIAGES £</b>  Publication of banns £34  Certificate of banns, if required £17  Marriage service £505</p>
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Notes: Please read Carefully.

1. Special services include use of the main church space and 1 green room only. Extra rooms can be hired at an additional cost.
2. Any event that exceeds 3 hours (from opening of the church to close) will incur additional fees.
3. If the Director of Music and duty officer(s) are needed for any additional meetings in advance of the day or if there are more complex requirements, costs will increase accordingly. If there is an additional rehearsal required, then fees may be charged accordingly.
4. If the service is to be recorded or live streamed, then additional fees for all musicians are payable. A written request to record should be sent to the Bookings Team no less than 28 days in advance of the service. Recording and/or live streaming must not take place without written consent from the Bookings Team.
5. Orders of service should be produced and printed by you at your own cost. Our Priest in Charge and Director of Music can assist in an advisory capacity and may be able to provide a template, this will have a minimum charge of £50. Music to be included in the service will be provided by our Director of Music. A final draft copy of the Order of Service should be sent to The Priest in Charge, Director of Music, and The Bookings Team no less than **14 days** in advance of the service. Printing should not be undertaken until written ‘sign off’ is received from Holy Sepulchre.
6. A minimum of 20 hard copies of the Order of Service should be delivered to the Priest in Charge no less than 48 hours before the service.
7. Requests for services to include visiting members of clergy, i.e. not one of the Holy Sepulchre team, in any capacity, should be made in writing at least 2 calendar months in advance to the Priest in Charge. Subject to initial approval of the Priest in

Charge, then Permission for visiting clergy to be involved in a service will be sought from The Bishop of London's Office and is always subject to their approval, without exception. We cannot guarantee the timing of the receipt of this permission as it is outside of our control, so early requests are recommended.

We are happy to provide suggested suppliers for catering, refreshments, flowers, book of remembrance etc, although Holy Sepulchre does not in any way guarantee their services.

**The above service and statutory clergy fees do not include:**

- Use of the other spaces in the church unless specifically hired.
- Use of the organ or piano if using your own musicians
- Provision by Holy Sepulchre of additional duty or security staff although this may be available. Please include this request in the 'additional information' section of the application form.