

# *The Friends of Friendless Churches*

a company limited by guarantee

Company No: 1119137 registered in England and Wales and registered charity No: 1113097.



**FRIENDS OF ST MARY MAGDALENE**  
— ON THE THAMES AT BOVENY —

## **PROCEDURES** for use of our **CHURCHES**

The Friends of Friendless Churches are delighted to see our churches used and wish to encourage use. We seek to be as helpful as possible to those wishing to use our churches, but because of legal and other restraints upon us and the potential for mis-understandings, we have issued these PROCEDURES to set out and explain the position and to clarify what is permitted and what we cannot permit. By using any of our churches, you are agreeing to be bound by these Procedures and to require all those involved in your event to be likewise bound.

These PROCEDURES are divided into two parts: special requirements for the use of our churches for religious services and general requirements.

Reference to the “Friends” in this document is to The Friends of St Mary Magdalene, Boveney who have the authority from the Friends of Friendless Churches for this building.

### **Part B: General requirements for use of Friends’ churches**

**Our churches often provide ideal settings for appropriate events other than services, such as concerts or exhibitions, and we wish to see our churches used as much as possible. Each of them is of architectural, archaeological or historic importance. We have in all cases to make certain requirements to ensure that any use does not conflict with the building.**

But please be warned: the charm of the churches owned by The Friends of Friendless Churches is very often dependent upon their lacking modern conveniences and facilities. Only one has a lavatory and the great majority lack electric lighting and an electricity supply. They have no heating and no dedicated parking.

St Mary Magdalene, Boveney has no such facilities. However, it is recommended that organisers of events consider the use of a passenger boat that is able to moor near to the Church and provides a very pleasant way to arrive and leave from the Church. Our partners, Fringilla Boats ([www.fringilla.co.uk](http://www.fringilla.co.uk)) are based in Windsor, Maidenhead and Runneymede and would be delighted to provide details of suitable boats for an event.

Their telephone number is 07977 448117.

#### Access by the Friends

It may be necessary for representatives of the Friends to gain access to the church whilst your event is in occupation.

#### Accidental Damage to the Building or Contents

You undertake to inform the Friends' office as quickly as possible so that the matter may be investigated, action taken and appropriate reimbursement agreed to be payable by you.

#### Building, maintenance etc. works

Any booking or event is liable to have to be suspended if building, maintenance works etc are required or are being carried out. We will make every endeavour to avoid a clash, but occasionally building works will have to take precedence.

#### Candles

If you propose to use candles to any degree or quantity beyond lighting altar candles and use in existing lighting brackets, you must notify the Friends' office in advance.

#### Church Fittings

You must not move any furnishings or fittings without express permission in advance from the Friends' office.

#### Cleaning Arrangements

Please agree in advance cleaning arrangements for your event with the Friends' office. Due to the historic nature of the buildings we use beeswax for the treatment of woodwork, rather than any commercial spray polishes or floor waxes.

#### Condition of the Church

You must please leave the church as you found it and clear up after your event.

### **Fire Prevention**

You must ensure you are familiar with fire safety arrangements and exit routes in the church. You must seek guidance for your event from the local Fire Prevention Officer, who may require you to provide door stewards, depending on the number of people attending, or to limit numbers or to limit use of galleries.

This has been done by the Friends of St Mary Magdalene, Boveney.

### **Hire charges**

The Friends make a charge for use of their churches to assist in meeting our expenses and the costs of maintaining our churches. You must discuss this in advance with the Friends' office.

### **Insurance**

We highly recommend that you insure your event. It is a condition of your using one of our churches that you indemnify the Friends against liabilities.

### **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 our local key-holder after use, because you will be liable for any cost relating to lost keys (including changed locks and a requisite number of new keys for the new locks).

### **Lost or Stolen Goods**

Please take care of your belongings and do not leave anything of value where it can be clearly seen, as the Friends of Friendless Churches and their local representatives cannot be held responsible for items lost, damaged or stolen whilst using our 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 churches are historic buildings, they are likely to contain uneven flooring, narrow walkways and limited lighting and lack toilet facilities. You should check with the Friends' office beforehand that the church is open at the times you wish to visit: our church may be closed for essential repairs or have another event already booked.

The Risk Assessment has been done by the Friends of St Mary Magdalene, Boveney.

## Publicity

You must please acknowledge the Friends of Friendless Churches in any publicity, brochures, programmes, notices, press releases etc. You must also ensure that the Friends' own literature remains available and easily seen in the church, and that you do not obscure wall safes or remove Friends' signs.

## Refreshments

If your event is open to the public and you wish to provide an alcoholic drink such as wine, either as part of the ticket price or, if the event is free, to encourage people to attend, you are required to obtain an Occasional Licence from your local licensing authority and comply with all legal requirements.

## Restricted Areas

In some churches it is necessary to have restricted areas, which will be pointed out to you. You must ensure that all your invitees using the church are aware of this.

## Smoking

Smoking is unlawful anywhere in a Friends' church.

## Temporary Fixtures and Fittings

Due to the fragile nature of surfaces etc. you must consult with the Friends' office 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.

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Agreed by the Trustees of The Friends of Friendless Churches, 4<sup>th</sup> December 2007.

Roger Evans, Chairman

Matthew Saunders, Hon. Director

Please ensure that you always have an up to date version of these PROCEDURES before any use of or event in any of our churches.

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The trustees are greatly indebted to the Churches Conservation Trust who have kindly allowed their Rules to serve as the basis for ours