



Church Entertainments Policy

Background

This policy is primarily concerned with events involving paid entertainment which of their nature can expose organisers and/or the Church to financial risk, but please also refer to the Church Use policy too, if the church building is to be used. Provisions of this policy may also act as a useful guideline to events led on a voluntary unpaid basis by Church members/friends, typically but not exclusively as fundraisers.

The PCC as the representative body of the Church supports the provision of Church organised events which are in keeping with its values, both within the Church Hall and also the Church, and recognises the valuable work done by the existing Church Entertainments Committee. It is also prepared to sponsor a limited number of Church events each year (typically up to 3) as they can enhance the social provision for Church members, but also serve as a useful outreach to the wider community.

Sponsorship provides significant advantages to the organisers, as outlined in the next section of this policy, but will only apply when the policy conditions have all been met.

N.B. It should be clearly understood that, when sponsorship does not apply, financial and other related risks to the event will not reside with the PCC but with the organisers.

Sponsorship

The main advantages of a sponsored event are as follows:

- There will be no hire charge applied for the use of the venue
- **The event will be covered by the Church Insurance policy**, thus negating the need for separate insurance to be taken out by the organisers
- The PCC will underwrite any loss on the event owing to poor attendance figures and thus reduced takings. However, where the attendance projections are deemed not viable by the PCC, it retains the right to instruct the organisers to cancel the event.

Conditions For Sponsorship

The following process applies:

1. Organisers seeking sponsorship must apply in writing to the PCC using the Application for Church use of the Hall or Church form. This will include:
 - Brief description of the event planned
 - Key Contact name

- Costs of any hired entertainment including payment terms, any cancellation charges applying, and in what circumstances they would apply.
 - N.B.** It is the stated preference of the PCC that entertainers invoice for their fees, but in the event payment on the night is essential this should be by way of a bank transfer as the Church does not carry cash reserves on site.
 - Estimated incidental costs for the event (e.g. if hospitality is planned for the event)
 - If written terms are provided by the entertainer a copy of these terms (unsigned by Organisers pending decision from PCC)
 - Proposed ticket price for the event
2. The PCC will review the application at the next available meeting; if the next PCC meeting is too far away, then application should be made to the Standing Committee. In reaching a decision whether to sponsor it will consider:
 - The cost of the hired entertainment (in comparison to any known similar providers in the past) and associated costs
 - The expected/potential uptake for the event
 - Whether the ticketed cost in comparison to uptake leaves strong possibility of a significant shortfall.
 - The terms regarding any costs in the event of cancellation
 - The terms regarding payment method.

Helpful Hints - The higher the event costs, the higher the ticket price would need to be to avoid serious exposure, which evidently may lead to lower number of attendees. As a rule of thumb for organisers, if an event is going to require more than 50 tickets sold to break even it is highly unlikely the PCC would sponsor the event. This guide figure may be even less if the ticket price is deemed high so a lower take up expected.
 3. The PCC will inform the Key Contact in writing after it reaches a decision on whether or not sponsorship is approved for the event. In the event it is not, a brief explanation will be offered including where it deems appropriate any factor which may lead to the decision being reviewed (eg. if a lower priced entertainment provider was sourced)
 4. Once a final decision is communicated (including following a review if suitable adjustment has been made) then:
 - If sponsorship has been granted, then the advantageous terms under "Sponsorship" above will apply (subject to point 5 below)
 - If sponsorship is rejected, then if the organisers decide to proceed it will be at their own risk. However, if the PCC considers it likely that they will incur significant costs by proceeding, then they may still, having the best interests of the organisers in mind, instruct that the event should be cancelled.
 5. If sponsorship approval has been granted, and the event involves the Hall, a copy of the form should be sent to the Hall Manager to arrange appropriate equipment, access to the hall, etc. The Risk Assessment (including Health & Safety risks as well as Safeguarding risks) should be forwarded to the Health & Safety Officer, the Safeguarding Officer and the Hall Manager at least 2 weeks before the event to allow

for consultation and amendments. The Key Contact should monitor ticket sales and if one week before a date where cancellation terms would be at a cost there is likely to be a shortfall of takings against costs of the event in excess of £100, they should notify a member of the PCC, who will in turn arrange for immediate review by the PCC as to whether the event should be cancelled. The PCC will then inform the key contact whether the event should proceed or not, prior to the cancellation costs arising.