
HULL MINSTER EVENTS PLANNING AND PROCEDURES



1 A Brief History

At over 700 years old, Hull Minster is as old as Hull itself. Since the 13th Century we have been a constant presence in the city centre and some say the history of the city is literally written in our walls.

With royal origins, walls built inside to separate townsfolk from soldiers, strong connections to great people like Andrew Marvell and William Wilberforce, stained glass windows of national significance, and surviving both Zeppelin raids and Nazi bombings during the first and second world wars respectively, Hull Minster has an amazing story to tell.

The Font, beautifully carved from coralloid marble, is still in use, stands at the west end of the church, and dates from around 1380. William Wilberforce, MP for Hull and pioneering abolitionist of the slave trade, is one of many to have been baptised here.

There are many outstanding examples of stained glass work throughout the church. What Hull Minster lacks in medieval glass, it more than compensates for in a rewarding range of Victorian and 20th Century glass of the highest quality.

These include two “arts and crafts” windows designed by the world-renowned Walter Crane, which are unrivalled in their class.

A rare and world-renowned organ; the instrument is unchanged since it was rebuilt by John Compton in 1937-38, retaining some parts dating from the 18th century. With 104 speaking stops and over 4,000 pipes, it is the largest parish church organ in the UK. Come to a recital or a service to experience its inspiring sound.

The fine oak carvings on the nave pew ends date from the 1840s and were fashioned by local craftsman George Peck, famed for introducing “fine arts” to colonial Australia. The medieval-style carvings contain many weird and wonderful sculptures, including animals, faces, green men and a carved Imp. Genuine medieval pew ends can be found in the Chancel.

Elsewhere is work by Robert ‘Mousey’ Thompson, including some of his famous mice.

This document is to inform and assist in the organisation of an event at the Minster.

As the Minster is a historic listed building, all persons using the Minster for their own events must adhere to the details specified in this document.

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3 Considerations

Events must not be publicised until written confirmation has been received.

The Vicar and Churchwardens are required to ensure that the content and words of each event are appropriate to be given in church. Therefore, texts and performance content must be made available if requested.

The Vicar and Church wardens reserve the right to cancel or modify a performance or activity whose content is not authorised and agreed in advance or whose content, in the case of an exhibition, causes offence to visitors.

Hull Minster does not promote the events put on by organisers, unless agreed in advance.

All arrangements regarding the facilities must be clarified in advance of an event, and a site visit should be taken out as soon as possible after booking. This is compulsory, and failure to undertake a site visit will breach the contract and the booking may be revoked.

The Vicar and Churchwardens reserve the right to change the time and/or date of rehearsals and events at short notice and, in extreme circumstances, to cancel the event.

Please remember the church staff and stewards are not responsible to event organisers.

Clearance of furniture or artefacts is not permitted.

Hull Minster is not licensed for the sale of alcohol. If alcohol is to be provided, the appropriate license must be applied for, and proof of the granting of the license shown. The event may be cancelled or amended if licenses are not in place.

4 Minster Opening Times

The Minster is usually closed on Mondays and Tuesdays, but is open the remainder of the week as follows;

Wednesday – Saturday: 10.00am – 4.00pm

Sunday: For Services

Bank Holiday Monday: Currently Closed

5 Services

The Minster is a working church and has daily services which under the Statutes of the Minster are a legal requirement. The prime purpose of Hull Minster is to be a centre for Christian worship. Services take precedence over any event or rehearsal held in the church.

The regular service times are as follows;

5.1 Sunday Services

- 9.30am - Informal Service
- 11.00am - Traditional

5.2 Weekday Services

- Morning and Evening Prayers – 8am and 4pm
- Holy Communion - 12.30pm every Wednesday
- HT Praise - Third Thursday of every month, at 10.30am
- Choral Evensong/Taize/Evening Prayer- every Saturday at 4pm

6 Open Door Policy

The Minster has an open-door policy which means that all members of the public who wish to visit are always welcome, even if it is not for a service.

We actively encourage tourism and arrange tours and visits.

Event organisers should consider this when organising the setup of an event.

All hazards and equipment set-up need to be managed so that a safe environment is maintained for both visitors and worshipers.

7 Load-In Instructions

Level access is available through the west entrance. There is some external building work being conducted from 2019 until late 2022, due to this, load-in doors may change at short notice. The roads around the Minster are part of a wider one-way traffic management system. A layby is available for loading beside Trinity Square on South Church Side, in front of the Head of Steam Public House. It has capacity for a vehicle equivalent to an 18tn truck for loading only. Ramped access is also available via the South and North doors. You will be told which doors you are loading into by your Event Coordinator.

- Once unloaded, vehicles must be parked off site unless by prior arrangement with the Minster.
- It is most important that event organisers and their contractors understand that the Minster floor is liable to scratch if sharp or abrasive items are dragged over the floor.
- All equipment needs to be transported into the Minster on rubber-wheeled trolleys unless it is carried.
- Under no circumstances may any equipment, tables, chairs etc. be dragged across the floor.
- Any equipment placed on the floor must have suitable non-scratch feet or be set up on rubber protection mats. These may be available in small numbers from the Minster, but it is the responsibility of the event organiser to supply adequate protection where required.
- During load-in and set-up, all equipment needs to be safely stored within an area which is designated “not for public access”. The Minster will provide red and white tape/chain to highlight this area.

Set-up and all working must stop 10 minutes before and during the service times listed in Point 2, and in the case of Evensong, 90 minutes before to allow for choir rehearsals. During these periods, complete silence must be observed.

8 Load-Out Instructions

When events are being cleared away and loaded out of the Minster, the same instructions as Load-In apply.

- All equipment is required to be removed from the Minster within the agreed timescale. We do not have any spare storage capacity in the Minster: therefore, any items left for excessive periods of time may be disposed of without notice and may incur a charge.
- Any refuse created by the event and its contractors must be taken away from the Minster during load-out (see section 24: Waste Removal). The Minster has a recycling policy and encourages event organisers to do the same.
- There must be a member of staff present until all hired-in equipment is removed from the Minster.
- All items left anywhere in Hull Minster are left at the owners’ risk and may be removed in the interest of health and safety.
- The Minster is unable to provide any storage facilities. Items left behind at Hull Minster may be disposed of after 7 days. An invoice for the disposal will be sent to the hirer.
- The Vicar and churchwardens accept no responsibility for loss or damage.

9 Minster Fabric

As mentioned above, the Minster floor is susceptible to scratching if care is not taken. Where possible, any spillages should be mopped up immediately, but certainly within 10 minutes.

The heating system for the Nave of the Minster is distributed throughout via underfloor heating pipes.

The Minster floor has a maximum weight loading of:

BS6399 Loading requirements for Places of Worship: 3.0kN/m² or a point load of 2.7kN across the whole of the Nave floor.

The Minster walls should also be treated with care. No fixings are permitted to be used on the walls or pillars, and blue tack must not be used.

Any signage should be free-standing using pedestal sign holders.

If Truss scaffolding is to be erected for lighting etc., the Minster will grant permission for it to be secured to the stone pillars with fabric strapping. Foam-type padding protection must be placed between the truss and the stone pillar. The feet need to be on rubber matting.

All outside areas and pathways need to be kept clear; event organisers should make sure that entrances are not blocked during load-in and out. Access must be maintained at all times.

10 Health and Safety

The Minster has a Health and Safety Policy which is available for inspection on request.

We require all event organisers to supply us with the relevant Risk Assessments, Method Statements and Schedule of Works where appropriate; at least 10 days prior to the set-up date/event date.

11 Fire Alarm System

If you intend to use smoke, haze, or dry ice, please notify us as soon as you can, in order for the alarm providers to be notified.

12 Noise Levels and Decibel Monitoring

Sound levels should be in keeping with the ethos of the event and that of the Minster.

13 Gas Cylinders

The use of gas and gas cylinders of any description is strictly prohibited in the Minster.

14 Water Supplies

Hot and cold water is available in the Kitchen. Permission is needed to enter the kitchen.

15 Requirements for Temporary Electrical Installations

The Minster currently has one incoming electrical feed rated at 70 Amps. This comes in at the South Entrance. It is then distributed to various points. A 63-amp connection is available near the South Transept and 3 x 16-amp connections are available in the Nave near the South Entrance. 13-amp sockets are available at various point throughout the Minster and on each pillar of the Nave.

With this in mind, as part of your event planning, a list of each piece of electrical component must be provided at least 14 days before your event date, so we can determine if a supplementary power supply via a generator is required.

- The supply is 240 volts AC 50 Hz
- Local 13A socket outlets in the Nave are radial circuits protected via 20-Amp RCBOs from the west end and can be used for light loads only
- Connected loads MUST NOT exceed 63 Amps
- All equipment connected to the Minster supplies must have adequate earth leakage protection at source
- Local socket outlets in the kitchen MUST NOT be used for additional equipment
- All electrical systems should conform to and comply with BS 7909 and 7671
- All necessary Risk Assessments and Method Statements must be submitted prior to commencement of any works, along with copies of current Public and Employers' Liability Insurance (minimum 5 million pounds).
- All electrical equipment brought into the Minster must have up to date PAT testing certification.

All cables should traverse the Minster at height if possible. If this is not possible then cable curbs or professional non-marking tape should be used, but only if other means of protection is not possible. Should the use of tape cause glue deposits on the floor, then an additional charge for cleaning will be made. Where possible, the use of rechargeable LED lighting should be considered for decorative purposes to reduce the need for cabling.

Any AV company which is not on our preferred suppliers list requires approval by Hull Minster.

16 First Aid

Although the majority of the Minster staff are first aid-trained, they must not be relied on to be the event first aider. Event organisers have the responsibility to provide adequate first aid trained personnel for all events.

The Minster has:

- a number of emergency first aid kits
- A wheelchair

17 CCTV in the Minster

We record all images for security reasons.

18 Minster Equipment available for use

18.1 The Nave

The Nave has an extensive Audio Visual and Lighting system installed, which can be hired for use in conjunction with your event. The System is capable of handling spoken word and music recitals, NOT concerts. Please ensure you disclose your full technical requirements before booking to ensure the installed system can achieve your requirements. This must be arranged in advance, so your requirements can be catered for and for a technician to be rostered.

A projector and large projector screen are also available for hire. These are installed within the Transept ceiling, so should only be used when the audience can turn and face in eastly direction.

Both the Audio and Visual systems have multiple plug-in points throughout the Nave to provide flexible positioning of a stage and Front of House position.

The lighting system is fully controllable warm white LEDs, allowing for different lighting scenes to be created for your event. The system has several pre-set scenes that can be easily recalled. If you require anything beyond these scenes, a programming charge may be applied.

The grand piano can only be used in the nave, unless removal and tuning costs are met by the hirer. You will be responsible for tuning prior to any event.

18.2 The Chancel

The Chancel has its own PA system suitable for spoken word and/or a small ensemble included with the booking. A mobile projector and screen are available for hire, which can be set up at the east end of the Chancel. A technician is available to help run the event, which is also included in the cost.

The organ may be made available for hire. The organ can ONLY be played by a person approved by the Director of Music; this should be agreed in advance of the performance.

All damages caused by improper use of the organ MUST be paid for.

18.3 Other Equipment

The Minster has flexible staging system suitable for choirs, small orchestras and music recitals that can be hired. This can be configured in several different ways.

19 Minster Interior Spaces

Each area of Hull Minster has different capacities and uses. All capacities include performers and technical crews.

Area	Capacity (up to)	Ideal for
Nave	250 Table Seated / 300 Theatre Style / 600 Standing	Large Dinners, Choir, Orchestral & Music Concerts, Conferences, Seminars
Chancel	100 Seated	Conferences, Training seminars
South Choir Aisle	80 Seated / 150 Standing	Open space suitable for round table events, gatherings and receptions. Often used as Breakout/Lunch area for Chancel Users
North Choir Aisle	80 Seated / 150 Standing	Open space suitable for exhibitions and round table events, gatherings and receptions. Small stage can be erected.
South Transept	40 Seated / 80 Standing	Small Meetings, Teaching Groups, Art Installations
North Transept	40 Seated / 80 Standing	Open space suitable for exhibitions and round table events/gatherings. Small stage can be erected.
Kitchen		The Kitchen can be used with prior arrangement

Events should be devised with Hull Minster furnishings in mind. Clearance of furniture or artefacts is not permitted.

Due to building works (due to be completed Aug '22) the minster currently has limited toilet facilities. The toilets consist of;

3 x unisex cubicles off the South Choir Aisle

20 Minster Exterior Spaces

It is also important that our neighbours are treated with respect; noise is to be kept to a minimum and access to their property maintained at all times.

21 Sponsorship, Recording and Broadcasting

Any sponsorship of the event must be agreed by the Vicar and Churchwardens of Hull Minster.

If it is wished to record an event for private or public purposes, to broadcast it, or to have reporters or press photographers present, this must be agreed in advance. A royalty charge may be made for broadcast and some recording.

If you wish to use photographs of Hull Minster for promotional purposes, this must be agreed before being used and acknowledged as follows;

Reproduced by kind permission of the Vicar and Churchwardens of Hull Minster, Kingston upon Hull

The selling of merchandise, including programmes, is the responsibility of the organiser.

22 Hearing Loop

the Nave is equipped with a hearing loop system which requires users of the hearing assistance equipment to set their aids to the R position.

23 Minster Cleaning and Porterage

Hull Minster must be left in the same state as it was found after rehearsals and performances.

Depending on the type of event in the Minster, we will engage a cleaning company to clean the Minster, if required. The need for this and an estimated cost will be disclosed prior to the booking of the Minster for your event. The costs of this are normally added to the final invoice.

The cleaning company are employed to clean all the back-of-house areas, i.e. the toilets, corridors and other rooms. They will also be responsible for cleaning the nave floor and mopping/polishing once the Minster has been vacated.

It is the responsibility of the Event organisers to clear away all brochures, programmes and literature that may have been left behind. The Minster is willing to recycle these once they have been collected.

The same applies to the costs involved in resetting the Minster for worship; porterage costs will also be added to the final account.

Event organisers must ensure that any external catering contractors thoroughly clean their kitchen workspace, especially the floor, before they depart, otherwise additional cleaning costs may be levied.

24 Waste Removal

All waste from events must be removed from the Minster premises during load-out. Where possible, the Minster would like recycling of bottles, plastics, paper, cardboard and other materials to be undertaken. Any waste left in the Minster will incur a charge of £10 per bin bag or similar. This will be added onto the final invoice.

Please sign and date this page and complete the questions before sending a copy back to:
events@hullminster.org

Signed Date

Event Title Event Date.....

Main Event Organisation

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Catering Contractor to be used

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PA/Audio Visual/Lighting Contractor to be used

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Hire Company to be used

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Additional notes

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