

Artistic and Community Events: Information for hirers

Address: The Old Church, Stoke Newington Church Street, London N16 9ES.

Postcode note: please be aware that this postcode will bring delivery drivers etc to the new church (St Mary's) on the other side of the road. You may want to give delivery drivers etc specific information about finding The Old Church.

The Old Church does not have a letter-box, door-knocker, or door bell.

Bar: We have a license to have a bar at events until 11pm. This will be managed by a license-trained Old Church volunteer. We expect to run a bar at events - and expect to have an interval. The bar always closes when a performance ends. Hirers are not permitted to sell alcohol themselves.

Box-office: Hirers are responsible for ticket sales and need to provide a float/people to run a box office on the night. Hirers are also normally responsible for organising advance/online ticket sales. There must always be discussion in advance of your event about audience numbers/ complimentary tickets etc.

Candles/tea-lights: We have candles/holders; tea-lights and fairy lights for use on our three main window ledges in the North Aisle. You are welcome to bring additional lights but please note that naked flames are not allowed anywhere other than the three main window ledges.

Capacity: We can seat an audience of 110. The precise audience number always depends on the number of performers/amount of kit involved at any event. We have 100 padded folding chairs, and 10 audience members can sit in our box pews - with a marginally less good view. The space is suitable for performances "in the round". For children's events, we have a carpet and cushions.

Deliveries: Please be aware that The Old Church is not a staffed building so deliveries/pick-ups need to be made during your booked time. In addition, The Old Church has limited storage space and multiple users, so we can't store equipment in advance of, or after, an event.

Hire fees: For evening events the hire fee is £265 for Thursday, Friday, Saturday and Sunday hires, and £195 for Monday, Tuesday and Wednesday hires. The get-in time is normally 1630. Please note that for Thursday, Friday and Saturday evening hires during the Christmas period there will be an additional charge.

Insurance: Hirers are requested to purchase their own Public Liability Insurance.

Lighting: For stage/ambient lighting, we have one Chauvet 4-bar LT USB kit. Our house lighting is dimmable. We can recommend local suppliers for additional stage lighting.

Marketing: The Old Church will help promote your event on our website, via our mailing list, on social media, and on our noticeboard if you provide an A2 (portrait) poster. But hirers are responsible for promoting their own events.

Music stands: We have two music stands, with clip-on LED lights, which hirers may use.

Parking: The Old Church doesn't have any onsite parking. But there is on-street parking spaces on Lordship Terrace behind the building, and more on Clissold Road, by the school and leisure centre; on Stoke Newington Church Street itself and adjoining streets.

PA System: We will be buying a PA system in Spring 2018. Currently, we have two speakers (Yamaha DXR series), two Behringer monitors and a sub-woofer (TA18 Active) which you may use.

Piano and organ: We have a digital piano (Yamaha Arius YDP-162), which you may use on request. You may also use the organ although it is not in concert pitch and has one broken key.

PRS: The Old Church is a PRS licensed venue, so the Hirer agrees to complete the relevant PRS programme form and cover any PRS contributions for copyrighted music.

Public Transport: The 393 bus runs from Clapton to Highbury and Islington tube station and stops outside The Old Church. The 73 and 476 bus runs along Albion Road - a few minutes walk away. The 341 and 141 bus services run along Green Lanes - a 6 minute walk away.

Staging: The Old Church has twenty 90cm-square staging blocks. These can be easily used to make a stage. Maximum size: 5m x 4m. Hirers are responsible for setting-up the stage and taking it down afterwards.

Timings: Evening bookings have a get-in time of 1630. Daytime bookings must be clear by 1600.

Wall-fixings: The Old Church is a consecrated space still used for church services and worship. It is also a Grade 2 listed building, which means nothing can be fixed to any of the walls or wall mountings.

Wi-fi: The Old Church does not have wi-fi.

FAQs

Who will manage my event?

All enquiries are dealt with by our experienced Manager and/or our Administrator. You will have the opportunity for a site visit.

Events are managed on the day by an experienced volunteer Front of House manager with a small team of volunteers to steward and run the bar.

Can we have a late bar?

We can apply to extend our license from 11pm to 12 midnight on request and with the agreement of the licensing committee. However, there is a strict limit on the number of late licenses allowed each year.

Do you have disabled access?

Yes. The Old Church has level access and a disabled toilet.

Can we sell tickets via your website?

Yes, we can include a ticket link on your entry on our What's On page.

Where does the money go?

The Old Church is a not for profit company, committed to inspiring arts and inspiring community. In order to serve our community to the best of our ability, we must cover all overheads including heating, utilities, maintenance, staff and insurance. Our pricing structures are worked out so that we can operate sustainably, but we do not make a profit.

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