

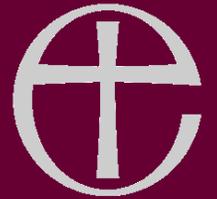
*Welcome to*  
**St James' Church**



ST JAMES'  
WEYBRIDGE



**Inclusive  
Church**



THE CHURCH  
OF ENGLAND

**Choir  
Concerts  
at  
St James'  
Church**





## **ST JAMES' WEYBRIDGE**

- ❖ Welcome
- ❖ Meet the Team
- ❖ What we are offering to hirers
- ❖ Housekeeping and Parking
- ❖ Church layout with seating plans and capacity for Regular and Concert use
- ❖ Ticketing, Health and Safety
- ❖ Fire safety
- ❖ Exits and Emergency Procedure
- ❖ Concert set up
- ❖ Charges for church hire
- ❖ Booking requirements
- ❖ Contact for questions or to book.

# Welcome

to the beautiful church of St James' Weybridge.

We would love to share our church with you and it is available to hire for your concerts.

We hope this presentation will answer your questions but there is nothing better than to visit and see for yourself.

Please contact the Parish Office to discuss and arrange a visit.



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# Meet the Team

- ❖ Rector - Fr Damian Harrison-Miles.
- ❖ Churchwarden - Juliet Marsh.
- ❖ Churchwarden and Treasurer – Steve Mason.
- ❖ Parish Administrator - Alyson Percival.
- ❖ Verger - Philip Barnes.
- ❖ Volunteers who open/lock the church, set up the seating, steward at the concert.



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# What we are offering to hirers

- ❖ Beautiful church venue in the centre of Weybridge.
- ❖ Church well heated, modern lighting, flexible seating, wheelchair access, audio system.
- ❖ Seating capacity – 350 including performers and your choir support team.
- ❖ Parish Centre main hall with seating and tables, toilets, use of kitchen.
- ❖ Parking in Churchfields carpark.

# Housekeeping and Parking

Address: The Parish Office, Church Lane, Weybridge, Surrey, KT138DN.

- ❖ This address and postcode is for correspondence.
- ❖ There is no parking or turning at this postcode.
- ❖ The postcode is a small area at the South door of the church. It must be clear for Emergency Services to access the South door of the church.
- ❖ It may be used briefly by hirers for dropoff / collection of equipment only. Vehicles must then be parked elsewhere.
- ❖ Please make it clear to your performers and audience that there is no parking at his postcode.



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# Housekeeping and Parking

Car Parking: For performers and audience.

- ❖ Churchfield Road Carpark, Weybridge, KT13 8DB.

Advertising & social media

- ❖ On your advertising and social-media please highlight that parking is available in Churchfields Road Carpark, Weybridge **KT13 8DB.** which is adjacent to the Church.

Church Carpark –in front of the Parish Centre.

- ❖ One parking space is available per hirer.



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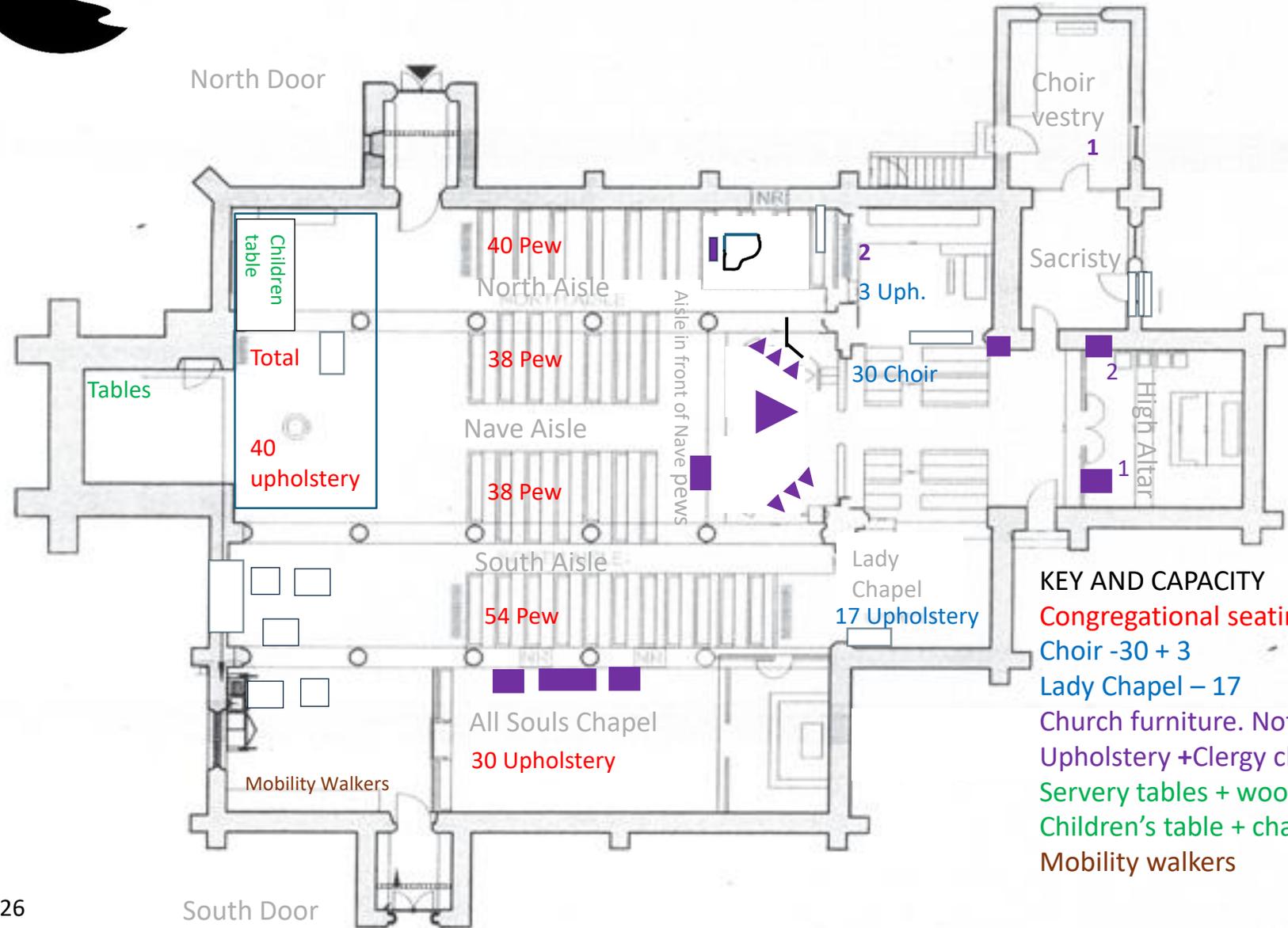
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# Church Layout

# Regular Seating Plan and Capacity



## REGULAR SEATING PLAN ST JAMES' CHURCH, WEYBRIDGE.



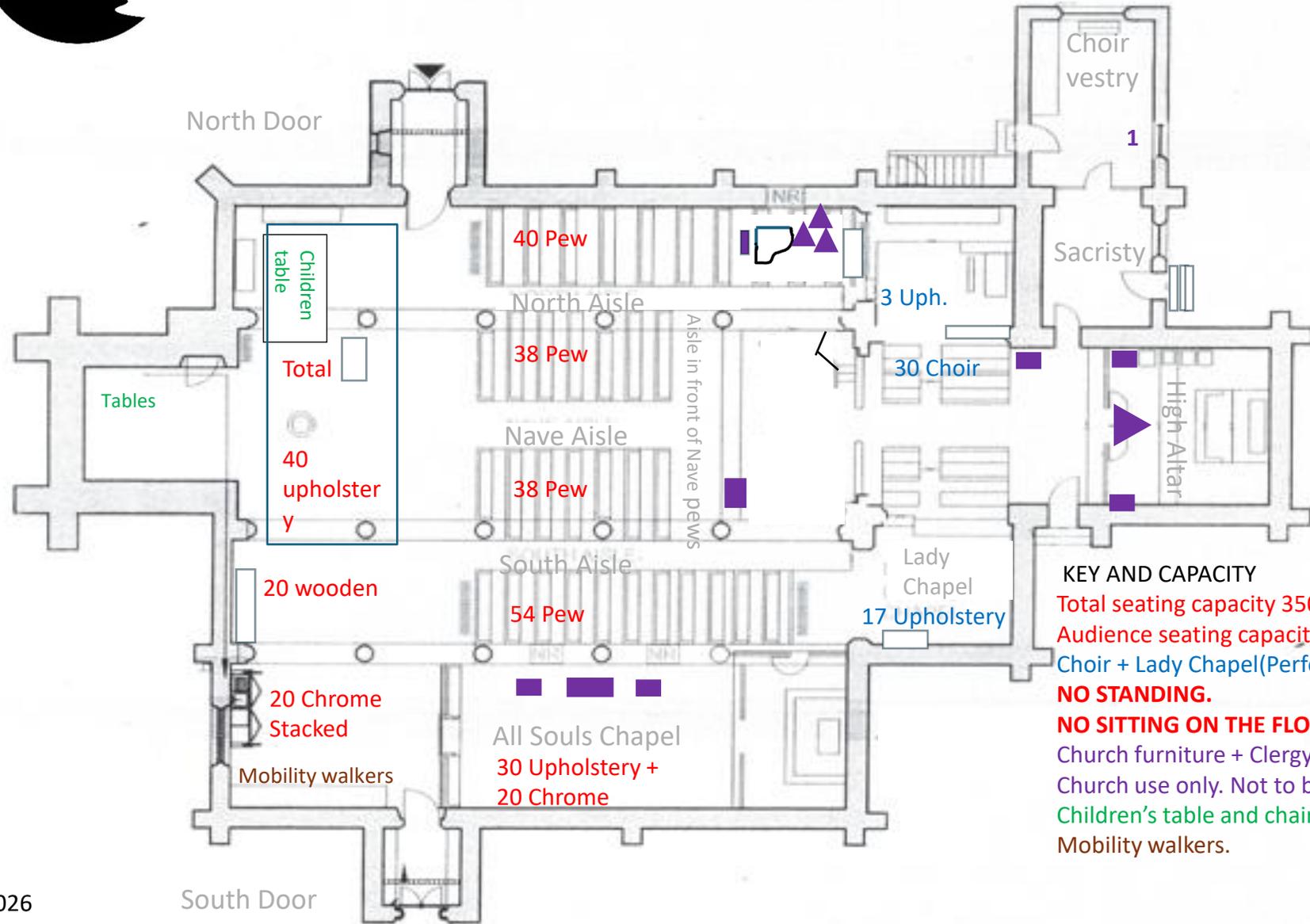
**KEY AND CAPACITY**  
 Congregational seating - 240  
 Choir -30 + 3  
 Lady Chapel – 17  
 Church furniture. Not to be moved.  
 Upholstery +Clergy chairs+ Altar  
 Servery tables + wooden chairs  
 Children's table + chairs  
 Mobility walkers

# Church Layout

# Concert Seating Plan and Capacity



## CONCERT SEATING PLAN ST JAMES' CHURCH, WEYBRIDGE.



### KEY AND CAPACITY

Total seating capacity 350 of which:  
 Audience seating capacity - 300  
 Choir + Lady Chapel(Performers only) 50  
**NO STANDING.**  
**NO SITTING ON THE FLOOR.**  
 Church furniture + Clergy chairs for Church use only. Not to be moved.  
 Children's table and chairs remain  
 Mobility walkers.

## Concert set up

- ❖ Audio system requirements should be notified in advance.
- ❖ Lighting and heating controls must not be changed.
- ❖ Please don't move church furniture e.g. the Lectern, Grand Piano, Nave Altars etc. We will set up the seating.
- ❖ To adhere to our fire safety procedure all emergency exit routes must be kept clear(see Exit and Emergency Procedure slide).
- ❖ There must be a clear exit route from the Nave across the platform and into the chancel, either from the Nave aisle onto the platform or from the South and North aisles on to the platform.
- ❖ No chairs in the chancel as it is a fire exit route.
- ❖ The choir pews may be used by the choir in rehearsal and during the concert.

## Concert set up (continued)

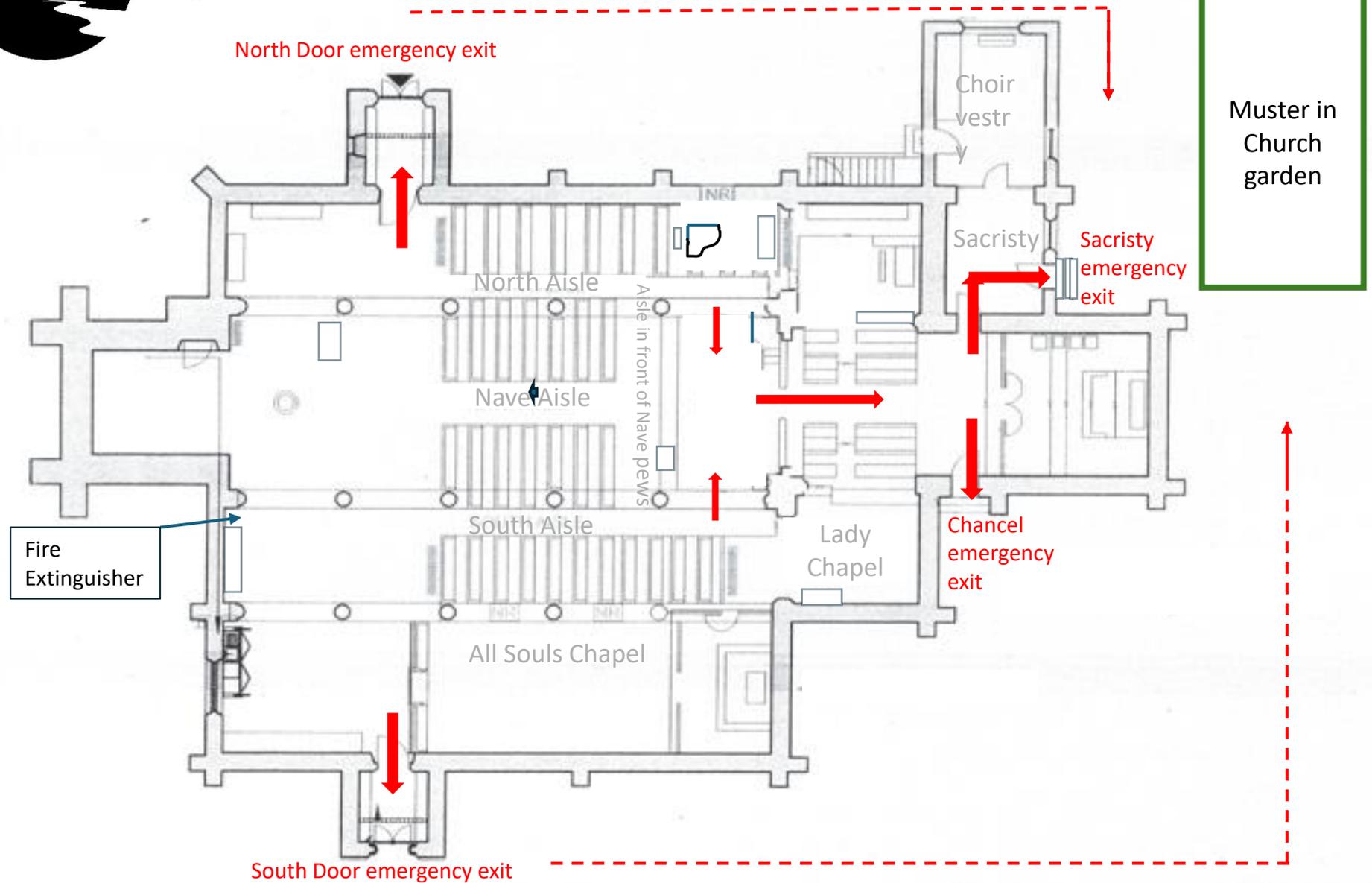
- ❖ Rehearsal—20 chrome chairs, interlinked, may be used on the platform. Please advise in advance, we will set up. At the end of the rehearsal please stack chairs on to trolley and move trolley to the Serverly area.
- ❖ Concert—20 chrome chairs, interlinked, may be used. Please advise in advance, we will set up. There must be a gap in the centre for the Fire Exit route. The aisle in front of the Nave pews must be kept clear.
- ❖ Concert – if the choir is standing you may have 6 chrome seats on the platform for those who need to sit during the performance.
- ❖ Orchestra –may be seated at the front of the Nave pews. With this layout no seating on the platform as the Fire Exits must be accessible from the south and north aisles.
- ❖ Choir pews and Lady Chapel are for performers but not for ticket holders.

# Exits and Emergency Procedure



## EXITS AND EMERGENCY PROCEDURE ST JAMES' CHURCH, WEYBRIDGE.

07.03.2026



# Fire safety

- ❖ Follow instructions from Nominated person and Emergency Services.
- ❖ Access to Fire extinguishers must be left clear.
- ❖ Platform is access route to 2 X Fire Exits off Chancel and must remain clear.
- ❖ No chairs in the chancel. Choir drop-down seats not to be used.
- ❖ If a choir has max 20 seated on the platform, a gap must remain in the seating in line with the Nave aisle. The steps and the aisle in front of the Nave pews must remain clear
- ❖ If a choir is standing on the platform a small orchestra may be positioned in the aisle in front of the Nave pews. Access to the platform will be from the South and North aisles.
- ❖ Chairs cannot be on the platform and in the aisle at the front of the Nave pews at the same time. This prevents access to the fire exit routes.

# Ticketing, Health and Safety

- ❖ No ticket sales on the door but preordered collection of tickets is acceptable. Maximum capacity must be adhered to.
- ❖ No sitting on the floor or standing.
- ❖ Leave Mobility Walkers in the Dropoff area. No walkers in the aisles /pews.
- ❖ Wheelchair users seated in All Souls' or Font area with a chair removed.
- ❖ Martyn's Law We will provide a Nominated person and a second steward.
- ❖ Nominated Person will take charge in an emergency. They will make an announcement at the beginning of the concert.
- ❖ Photography – if children are performing no audience photography allowed. Professional photography organized by the hirer and conforming to their safeguarding and permission protocols are permitted.
- ❖ Interval – no food or drink to be brought into the church.

# Charges for church hire

- ❖ We charge by the hour with a 2hour minimum hire.
- ❖ Please contact the Parish Office for charges and invoice payment terms.
- ❖ Hire includes the church (not the Served) Parish Centre main hall, use of toilets and use of kitchen.
- ❖ Additional Heating cost 1<sup>st</sup> October to 30<sup>th</sup> April - £100
- ❖ Booking only confirmed when full payment received.
- ❖ Payment as per terms on the invoice.
- ❖ Cancellation Notice Period – 4 weeks.
- ❖ Advertising Banner - £10 per day (per location) subject to availability.



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# Booking requirements

## Return ASAP:

- ❖ Signed booking form with confirmed times of hire.
- ❖ Signed St James' safeguarding policy.
- ❖ Copy of your safeguarding policy.
- ❖ Copy of your risk assessment for the event.
- ❖ Copy of your current Public Liability Insurance.
- ❖ Confirmation as to whether you need an alcohol licence from us.  
If you have your own TENS, it must conform to our specification.
- ❖ You are responsible for your own Music licence /PRS.
- ❖ Payment as per terms on the invoice. Your booking is not confirmed until payment has been received in full.



**ST JAMES'  
WEYBRIDGE**

**If you have any questions or  
would like to book our beautiful  
church please contact our  
Parish Administrator,  
Alyson Percival on  
01932 856399 or  
[info@stjamesweybridge.org.uk](mailto:info@stjamesweybridge.org.uk)**