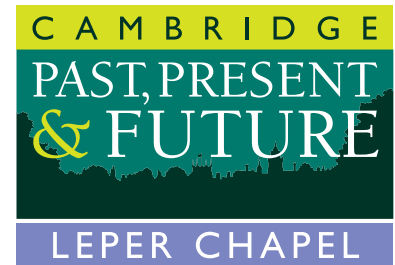


NOTES ON HOLDING EVENTS/EXHIBITIONS

THE LEPER CHAPEL, NEWMARKET ROAD, CAMBRIDGE



The Chapel of St. Mary Magdalene (known as The Leper Chapel), in the parish of Holy Cross, Cambridge, is owned by Cambridge Past, Present & Future (CambridgePPF) who maintain the fabric of the building and, along with the Friends of the Leper Chapel (the 'Friends'), work to promote the Chapel in the wider community.

The Leper Chapel is the oldest complete building in Cambridge and has been a place of Christian worship since the twelfth century. It is situated off Newmarket Road just after the railway bridge at Barnwell Junction. The Vicar of Christ the Redeemer, Newmarket Road, is responsible for continuing worship in the Chapel including a service of Holy Communion held on the first Sunday of the the month. Throughout the year, there are further activities that illustrate the Chapel's links with leprosy and with the vulnerable and marginalised in society.

The 'Friends' and the CambridgePPF support events and exhibitions in the Chapel that are in sympathy with the spiritual and pastoral ethos of the Chapel or which celebrate aspects of life in the community around it. Any money raised from these events goes towards the upkeep of the Chapel, constructing an access for disabled visitors and basic facilities that would enable us to increase activity in the Chapel. Events and exhibitions are programmed early in the year and, in order to establish a co-ordinated and appropriate programme, we need adequate time to consider new applications.

These applications should be emailed to The Friends c/o Janet Cornish, Properties Manager at CambridgePPF: properties@cambridgeppf.org

Further information on the history of the Chapel and on current exhibitions and events can be found on the Leper Chapel website, www.theleperchapel.org.uk.

The website for CambridgePPF is www.cambridgeppf.org.

For further information or to talk through your proposals please contact Janet Cornish in the CambridgePPF Office, Wandlebury Ring, Gog Magog Hills, Cambridge CB22 3AE, telephone 01223 243830 ext. 202, email: properties@cambridgeppf.org.

- Events and exhibitions must be in sympathy with the ethos of the Chapel and its wider community. To help the committee in responding to your application please give as much information about the event you are planning as possible. Artists are requested to provide an up to date CV and visual representation of their work.
- Applications can be made at any time but a lead time of six months is preferred (i.e. any applicant should be applying to us at least six months before the proposed event.) The applicant will receive answer from us within 6 weeks of applying. We don't want rule out last minute applications but prefer to be structured in our programming.
- Things to be aware of before making an application.
 - Insurance – Public Liability Insurance is in place for visitors to the Chapel but there is no cover for artworks, equipment you will need to make your own arrangements for this.
 - Toilets/running water – There is no toilet or access to running water – this is a factor particularly when arranging events that may last more than hour.
 - Disabled Access – unfortunately access to the Chapel is only via steep steps with railings – please make sure your publicity includes this information.
 - Visiting access – a key to the Chapel is held by Pam Thornhill at the Station House but we strongly advise that for art exhibitions you provide your own invigilation for designated opening times.
- Regular events include the service of Holy Communion on the first Sunday of each month, the services at Christmas time, the marking of Homelessness/Leprosy Sunday in January and Ash Wednesday. Other 'regular' events include the Cambridge Storytellers, *in situ* and Stourbridge Fair. Please check the diary on the website homepage.
- There is a sliding scale of charges depending on the nature of your event.
- All events will be publicised in Friends and CambridgePPF literature and on the Leper Chapel website but individuals and groups would be expected to produce their own publicity as well.

GENERAL CONDITIONS OF HIRE

The hirer shall not:

- Park in the private driveway alongside the Chapel except for brief periods when unloading.
- Move any of the furniture without the express permission of the Friends, the Vicar of Christ the Redeemer or the CambridgePPF.
- Hang works of art on the walls by any method other than the system provided.
- Remove, or move, any items belonging to the Church or to the Friends. The locked cupboard should remain locked.
- Use the candles in the wall sconces or on the communion table that are in place for religious services.
- Damage any furniture or cloths belonging to the Church.
- Smoke in the Chapel.
- Create any undue noise or disturbance in the Chapel or when leaving it.

The hirer shall:

- Put the bollards out to prevent parking in the driveway alongside the Chapel.
- Be aware that the Leper Chapel is an ancient building that needs to be treated with care.
- Pay the fees agreed for use of the Chapel and cover the costs of electricity and heating used during the event/exhibition.
- Return furniture (permitted to be moved) to its original position.
- Bring their own candles (if they are required) and guard against wax dripping on furniture, etc.
- Be responsible for any expenditure incurred in mounting exhibitions
- Be responsible for the conduct and safety of visitors/audiences at exhibitions or events.
- Report any damage to a representative of the Church, Friends or CPS.
- Organise their own public liability insurance where applicable and provide a copy of the policy if requested.
- At all times respect the fact that the chapel is a consecrated building that is used for Christian worship on a regular basis.

Name:

Organisation:

Signed Date:

Signed Date: