**Guild Chapel: Frequently asked questions**

1. **Do I need a key to lock and unlock the Chapel?**   
   *The Chapel will be unlocked prior to your event and locked up afterwards.*
2. **How do I turn on/off the lighting?**  
   *The lighting will be turned on/off for you when the Chapel is unlocked/locked.*
3. **Is the Guild Chapel heated in the winter?**  
   *There is under-pew heating but it is not like central heating as the temperature in the Chapel needs to remain temperate for the preservation of the medieval wall paintings and also to maintain the organ in-tune*.
4. **Is there air conditioning?**  
   *No, there is not air conditioning.*
5. **Can I use the organ?**  
   *The organ can be used by prior arrangement and an induction into the instrument’s traits by one of the Chapel’s experienced organists. A fee is payable for use of the organ (see our charges on* <https://www.guildchapel.org.uk> .
6. **Can I bring a keyboard/other instruments?**  
   *You can bring a keyboard and or other instruments at your own risk. There are a limited number of electrical sockets in the Chapel.*
7. **Can I use amplification? Do you provide a pa system?**  
   *You can use your own amplification. We do not provide a pa system*. *There are a limited number of electrical sockets in the Chapel. Please do be respectful of our near neighbours.*
8. **Can I move the pews/lectern/donations box?**  
   *Chapel furniture and other moveable items may only be moved by prior arrangement and under the supervision of a member of our staff.*
9. **How are the public made aware that the Chapel is closed for a private event?**  
   *A sign to this effect will be put on the door.*
10. **What happens if I arrive, and the GC is locked?**  
    *Please ring 01789 207109 if such a problem arises.*
11. **Can I bring my own flowers? Is there a charge for this?**  
    *You can bring your own flowers but you must remove them immediately after your event/service and any fallen petals and greenery.*
12. **Can I take photos or film?**  
    *Yes, you can take photos. However there is a charge for filming in the Chapel.*
13. **Who do I contact in the case of an emergency? Is this different at the weekend?**   
    *During weekday working hours contact our office on 01789 207 110. Out of hours contact 01789 207109.*
14. **Is there Wi-Fi? How do I access it?**   
    *There is no publicly available Wi-Fi in the Chapel.*
15. **We are thinking of streaming the event on our social media, has the Guild Chapel got stable internet connection?***The Chapel does have a broadband connection. If you are streaming an event you will need to state this in your booking as there could be data charges applicable and you will need an access code setting up.*
16. **Who is our contact for the day?***Only certain events such as marriages and christenings will have a contact present on the day. For other events you will be given the contact number 01789 207109 for any problems.*
17. **My event finishes late at night will someone be there to lock up the building?**  
    *Yes, the Chapel will be locked after your event.*
18. **My event is over two days. Can I leave my equipment safely in the Chapel overnight?**  
    *Yes, you can leave your equipment in the Chapel overnight as long as it does not interfere with access to the Chapel doors and the cupboards within the vestry. Your equipment is left entirely at your own risk and the Trust cannot accept any liability for damage or loss. You will have to make prior arrangements if you want to leave any equipment overnight.*
19. **Can I use a projector and screen? Do you have one I can use?**  
    *Yes you can use a projector and screen but you will have to provide your own.* *There are a limited number of electrical sockets in the Chapel.*
20. **Do you offer any promotion as part of my booking?**  
    *No, we do not off any promotion of events or services. This is left entirely up to the hirer.*
21. **Are there any COVID rules I need to follow?**  
    *No, there are not any Covid rules. We do expect you as the hirer to take responsibility of managing the Covid risk at your event.*
22. **Can you recommend any hotels to stay in or hold a reception in?**  
    *We do not recommend specific hotels. However Stratford-upon-Avon has many hotels for all budgets. We would recommend you visit one of the hotel comparison websites.*
23. **Is there parking available at the chapel?**  
     *There is only roadside parking and during evenings, school holidays and weekends the King Edward VI school carpark is available. Please note that all parking is pay as you go and there are ample ticketing machines.*
24. **We are selling tickets for our event; do you take a percentage of the sales?**  
    *No, we don’t take a percentage of your ticket sales. However ticketed events are subject to higher booking charges.*
25. **What are your charges?**  
    *Our charges are outlined in our booking form which can be found on our website* [https://www.guildchapel.org.uk](http://www.guildchapel.org.uk/contact/) .
26. **Why do I have to provide public liability insurance cover?**  
     *Public liability insurance covers any damages or liabilities arising as a result of your event which are the responsibility of the hirer.*
27. **Can I sell my own merchandise at an event?**  
    *Yes you can sell your own merchandise but you will need to advise us at the time of booking as your booking fee will be affected.*
28. **Can we serve refreshments in the Chapel?**  
    *Unfortunately we do not allow the serving of refreshments in the Chapel.*
29. **Can you provide a tour guide for our event?**  
    *Our Chapel guides are volunteers so we cannot guarantee to provide a guide for the event as it depends upon their availability.*
30. **What is the procedure at end of event?**  
    *At the end of an event we expect the hirer to leave the Chapel in the state it was prior to the event. Arrangements will have been made to lock up the Chapel after the event.*

**Weddings: Frequently asked Questions**

1. **What is the criteria for getting married in the Guild Chapel?***The Guild Chapel is deemed a ‘peculiar’ venue by the Anglican church in that certain criteria have to be met in order to get married there. The criteria briefly being either a past pupil of King Edward VI school, a member of the school staff or one of their children or a regular member of the Guild Chapel congregation.*
2. **Do we have to apply for a special licence?**  
   *Yes, you do need to apply for a special licence. The application to the Archbishop’s office must go through the Vicar of Stratford-upon-Avon who is based at the Holy Trinity Church.*
3. **Can we bring our own Church of England vicar?**  
   *Yes you can, subject to discussion with the Vicar of Stratford-upon-Avon. Contact*: 01789 266316 [office@stratford-upon-avon.org](mailto:office@stratford-upon-avon.org)
4. **Where will the table be for the signing of the register. – Will we need to provide a tablecloth?**  
   *The table will be situated to the rear of the Chapel. Yes, you will need to bring a tablecloth.*
5. **Are there going to be candles in the choir stalls and on the altar, if not, can we put LED battery candles in them?**  
   *Altar candles can be provided if required. LED candles are preferred and are the candles of choice for the choir stalls. LED candles should be provided by the hirer.*
6. **Can we throw confetti at our wedding?**  
   *No, you cannot throw confetti within the Guild Chapel. However people do throw biodegradable confetti in the street though we do not encourage this.*