



## Church of St John the Baptist

Broad Street, Bristol, BS1 2EZ

Thank you for considering the Crypt or Church of St John the Baptist as your event space.

In choosing this church as your venue you will be supporting the on-going conservation work of the Churches Conservation Trust (CCT).

With its beautifully atmospheric and city-centre location, both the Church and Crypt are ideal for a whole range of events from small gigs and rehearsals to markets, exhibitions, and photo shoots. Please get in touch to discuss how you would like to use this fantastic historical space.



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*This Grade I listed building has played a significant role in Bristol's history. Hirers can gain private access to this wonderful atmospheric space, becoming part of a story that has spanned centuries.*

*Due to limited staff capacity, we only offer a 'dry hire' service. All aspects of the event are the responsibility of the hirer, from refreshments and décor to the cleaning up afterward - though support and advice is always available.*

*As the Church is an historic listed building all persons using the church for their own events must adhere to the details specified in this document.*

*Events should respect the history of this space and those who were laid to rest here, as well as respecting the interests of our core community and supporters such as our volunteers and the Church of England.*

## Using the Crypt

*The Churches Conservation Trust offers hirers of the crypt at St John the Baptist a unique hire opportunity.*

*This space is as special and quirky as it is unique. This means that it must be treated sensitively and with respect throughout your event. It provides a flexible space for a wide variety of events. The capacity is 60 including performers and staff.*

## Using the Church

*The main church of St John the Baptist provides a more traditional space with fixed pews and a raised area at one end where the altar is located. There is a playable pipe organ and a gallery that could accommodate a small number of musicians. This area is still consecrated so any events need to be respectful of this. The capacity is 80 with all exits available.*

## Facilities

### Capacity

Crypt (60) Church (80) including performers and staff or volunteers

### Toilet Facilities

Due to the historic nature of the building, it does not have running water or toilets.

We have an agreement with a local hotel for our guests to use their toilets. This must be agreed prior to your event - please ask us for more details.

### Heating

There is no heating in St John the Baptist's church.

### Accessibility

Please note that the historic fabric does not meet modern guidelines on accessibility.

The crypt is accessed by narrow, uneven steps without a handrail, and by a low door. The church is accessed by steep steps up from the pavement.

Please consider whether the space will meet the needs of your audience before booking.

## Electricity Usage

The crypt has 8 electric sockets throughout the length of the building. The church has sockets at the East end (altar area) and in the entrance way. See the plans at the end of this document for more detail.

You will have to provide your own extension cables if you require them. You are responsible for ensuring that all electrical equipment is safe and have been recently tested.

## Cleaning Arrangements

We do not have the resources to hire cleaners for our historic churches, so depend on the kindness of our volunteers. There may be small amounts of dust and cobwebs when you arrive! In booking the St John the Baptist you are agreeing to leave the building as clean and tidy as it was when you arrived. A broom and a dustpan and brush are provided for the floors to be swept. You will need to provide your own bin(s) and dispose of / recycle your own waste.

## Access by Churches Conservation Trust Staff

It may be necessary for members of the Trust and its representatives to gain access to the church whilst your event is in occupation.

## Access by the Public

There is limited capacity in both spaces. It is very important that you do not exceed this. For this reason, it is important that you have someone on the door at your event at all times. Events in both spaces do attract the attention of passersby who will happily enter your event unless you tell them not to.

## Church equipment available for use

There is a limited number of chairs and tables available for use. Any additional requirements will need to be hired by the hirer.

## Parking

There is no allocated parking space for the church of St John the Baptist.

## Microphone / PA

There is no PA system in either the church or crypt.

## Piano / keyboard

There is no piano in the building.

## Preserving the Past for the Future

*Hirers are required to safeguard the space throughout their hire. Damage or loss may result in additional charges. The following are some points you will need to consider while planning and managing your event:*

### The Floor

Tombstones of the great and the good of Bristol cover the crypt floor. Some date back to the 13th century, and their preservation is of the utmost importance. To ensure this, please:

- Do not drag any furniture, sound equipment or other items, even if they have castors. Always lift items clear from the ground and place them down carefully.

- Wear suitable footwear. No stilettoes or high heels are allowed. Also please wipe your feet on entering the church to remove any small stones which can cause gradual erosion to the tombstones.
- Ensure that you sweep the floor well after your event, using the broom and dustpan and brush provided to remove any loose stones, which may cause further damage.
- Please ensure any spillages are mopped up immediately.

## Church Fittings

Please ask in advance if you wish to move any furnishings or fittings. This may not always be possible. You are welcome to use the stacked chairs in the vault but please do not drag them across the floor.

## Candles

If you propose to use candles, please ask your CCT contact for our policy "Candles in Churches". In most cases candles will be permitted as long as they are supervised at all times and there is no risk of wax spillage.

## Staging

Please discuss in advance with the church representative if you wish to erect scaffolding or staging. Due to the delicate nature of our buildings the Trust may need to consult its Architect. This may incur a charge to you, which would be discussed with you in advance of your event. For example, on scaffolding, pole ends would need to be capped, a thick, soft material such as carpet under felt put under scaffold bases, and no fixings or loadings would be used.

Please also ensure that there is free and unobstructed access through all the aisles and to exit doors. The doorway to both the crypt and church is very narrow with steep steps so please make sure any equipment that you wish to bring into the church fits before your event!

## Temporary Electrical Installations/Lighting

We are happy to discuss electrical installations with you and request that adequate notice is given before your event takes place. As many Trust churches have valuable wall paintings, fragile materials or furniture we may need to seek professional advice, incurring an additional charge which would be agreed with you in advance of your event.

For all temporary electrical installations, RCDs (local circuit disrupters) must be fitted for protection. We also request that any electrical appliances you may bring into the church have been annually tested.

A plan of the church showing all power outlets is attached to this document.

## Smoke Machines

Smoke machines using dry ice may be used with prior consent from the Conservation Project Manager. Under no circumstances can smoke machines using glycerol be used.

## Temporary Fixtures and Fittings

Due to the fragile nature of surfaces etc. we ask that you consult with the church representative on items you wish to display and avoid using screws or nails and Blu Tak. Only small strips of tape (not Gaffer tape) can be used to mark the concert set up on the church floor, to be removed at the end of your event. Cellos and basses should have appropriate floor protection for the spikes.

## Noise levels

Ensure that all music and other loud noise cease no later than 11pm.

## Health and Safety and Insurance

### Preliminary Visits and Risk Assessment

A preliminary visit is essential to enable the organiser (or teacher in the case of school group visits) to complete the necessary risk assessment, including health and safety and access issues (e.g. vehicular and disabled access). The risk assessment must be submitted to us at least 10 days in advance of your event.

Please contact us to arrange your visit to ensure that the church is open to avoid a wasted journey.

As the church is an historic building it contains uneven flooring, narrow walkways, limited lighting and no toilet facilities. Please ask us for further information on common hazards in our buildings.

### Fire Prevention

There is no fire detection system installed at St John the Baptist.

Please ensure you are familiar with fire safety arrangements and exit routes in the church. You should consider fire safety when completing your event risk assessment, which may require you to provide door stewards. Fire extinguishers are provided near to the door to aid safe exit in the event of a fire. If you wish to read our Fire Risk Assessment when completing your own risk assessment please ask your CCT contact.

### Gas cylinders

The use of gas and gas cylinders is strictly prohibited.

### Smoking Policy

Smoking and vaping is not allowed anywhere in a CCT church or churchyard.

### Insurance

You will need to provide CCT staff with a copy of your own event public liability insurance at least 10 days prior to your event.

### Accidental Damage to the Building or Contents

Please inform the Trust as quickly as possible so that the matter may be investigated, and appropriate reimbursement agreed.

### First Aid

Event organisers have the responsibility to provide adequate first aid trained personnel for all events. You should provide your own first aid equipment.

### The Terrorism (Protection of Premises) Act 2025

This Act was given royal ascent on the 03/04/25 giving organisations and the government 24 months to implement it. A good summary can be found at:

<https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet/>

CCT churches included in the legislation are those that can host 200+ people at anyone time

based on the Fire Risk Assessment capacity of the church. These churches are in the “standard duty premises” category. There are basic actions you can implement to help reduce the risk of attack and improve your response if an attack happens:

1. As part of the opening up routine, walk around the outside of the church looking for any unusual activity e.g. unknown parked vehicles close to the building, people scoping / watching the building in key locations, unattended bags, rubbish, gas cylinders etc. Repeat a couple of times through the day. Walk around the inside of the church looking for any unusual items, in particular those that look to have been hidden from view. Repeat through the day.
2. Be vigilant for suspicious looking people visiting who may be scoping out the church to leave a device in the future. Approach people and ask if you can help them, it will potentially put them off as they don't want your attention and it shows that you are not a soft target. If you are concerned someone has been doing this ring the Anti-Terrorism Hotline at 0800 789 321.
3. When setting up for an event only allow those actively involved in the event set up into the church whilst this happens. Secure the building once set up is complete until attendees arrive to prevent a terrorist placing a device in the church. For complicated set ups give those involved coloured lanyards to make it easier to spot someone who shouldn't be there.
4. When attendees arrive for an event, position a person on the door to manage the entrance, you could refuse entry for those carrying large bags for example.
5. Understand the Run Hide Tell principle. This is a response to someone gaining entry with a weapon they intend to use on the public. If you become aware of an attacker inside the building:

**RUN** – get away from the situation as quickly as possible, do not attempt to tackle the attacker. If you can get away from the building then do so.

**HIDE** – if you can't run out of the building find cover and hide, preferably a small space that you can barricade from the inside and be as quiet as possible

**TELL** – call 999 and wait for the police

6. Ensure you have as a minimum a full first aid kit available. You may wish to upgrade your provision to include “Bleed Control Kits” or purchase an additional “Public Access Trauma Kit”.

## Further information

### Sale of Alcohol

If the event is open to the public and you wish to provide alcoholic drinks, the event organiser is required to complete and submit a [Temporary Event Notice](#) (TEN) to Bristol City Council, copying it to the local police. This must be provided no later than 10 working days before the day on which the event is to start. Please provide a copy of the TEN once received to your CCT contact.

### Keys

It may be possible to provide you with a set of keys for the church around the time of your event, but please ensure that you return them to the church representative after use as any

cost relating to lost keys (such as changed locks) would need to be met by you. Keys should not be taken away from the venue other than to return them to their usual safe place.

## Lost or Stolen Goods

Please take care of your belongings and do not leave anything of value where it can be clearly seen, as the Trust cannot be held responsible for items lost, damaged or stolen whilst using its churches.

## Restricted Areas

In some churches it is necessary to have restricted areas, which will be pointed out to you. We ask that you ensure that anyone using the church is aware of this.

## Volunteer Support

We normally assign one of our event volunteers to support your event by opening up and showing you where everything is and locking up after you finish. We do not normally provide stewards. Please discuss any requirements with us at the earliest opportunity.

## Schools Visits

We do not currently have provision for formal education sessions delivered by the CCT at our Bristol churches. Schools are very welcome to visit by prior arrangement, and there is a range of informal learning materials around the nave which you are welcome to make use of.

Education information about the church can be made available before your visit by prior request. Please email [learning@thecct.org.uk](mailto:learning@thecct.org.uk) if you are looking for a specific resource or would like any more information regarding learning at the CCT.

School visits will be supported by CCT volunteers or staff, depending on availability. While all our volunteers have undergone a reference process during their applications, we do not undertake DBS checks for our volunteers. Schools are responsible for ensuring that suitable risk assessments and safeguarding measures are in place, and that students are accompanied by an adequate number of adults.

Both the church and the crypt of St John the Baptist can be made available for school visits. This is a sensitive historical building, and we ask that you follow the following guidelines at all times:

- Brief your pupils about their visit.
- Ask them to respect other visitors and the fabric of the building.
- Remember that you are responsible for the behaviour of your group and must remain with them at all times.

## Publicity and Promotion

*The Churches Conservation Trust is keen to help make your event a success!  
Please follow our guidelines when creating your promotional materials.*

Please acknowledge the Churches Conservation Trust in any publicity –brochures, programmes, notices, press releases etc. As far as possible, drafts should be agreed in advance.

We also ask that you ensure that the Trust's own literature remains available and easily seen in the church and that you do not obscure wall safes or remove Trust signs.

## Promoting your Event:

1. The Trust logo should appear on all posters, leaflets, programmes, flyers, catalogues and invitations, and is available in JPG format by email from your CCT contact.
2. Please include the following wording in all promotional material:

*In partnership with the Churches Conservation Trust*

3. All drafts of promotional and publicity material should be approved by the CCT representative before going to print. Please ensure that all items from the following checklist are included:
  - the ticket price (including the concessionary rate) and where tickets can be purchased
  - the time and date of the event
  - the Trust's website address – [www.visitchurches.org.uk](http://www.visitchurches.org.uk) (and your own if applicable)
  - the event organiser's contact details
4. Please be aware that the cost of promotion and publicity materials is the responsibility of the event organiser. We may also place details of your event on our website and can ensure posters and flyers are displayed in the church where your event is taking place.

## Contact Information

If you'd like to arrange a viewing, check availability or make a booking please use the following contact details:

E: [west@thecct.org.uk](mailto:west@thecct.org.uk)

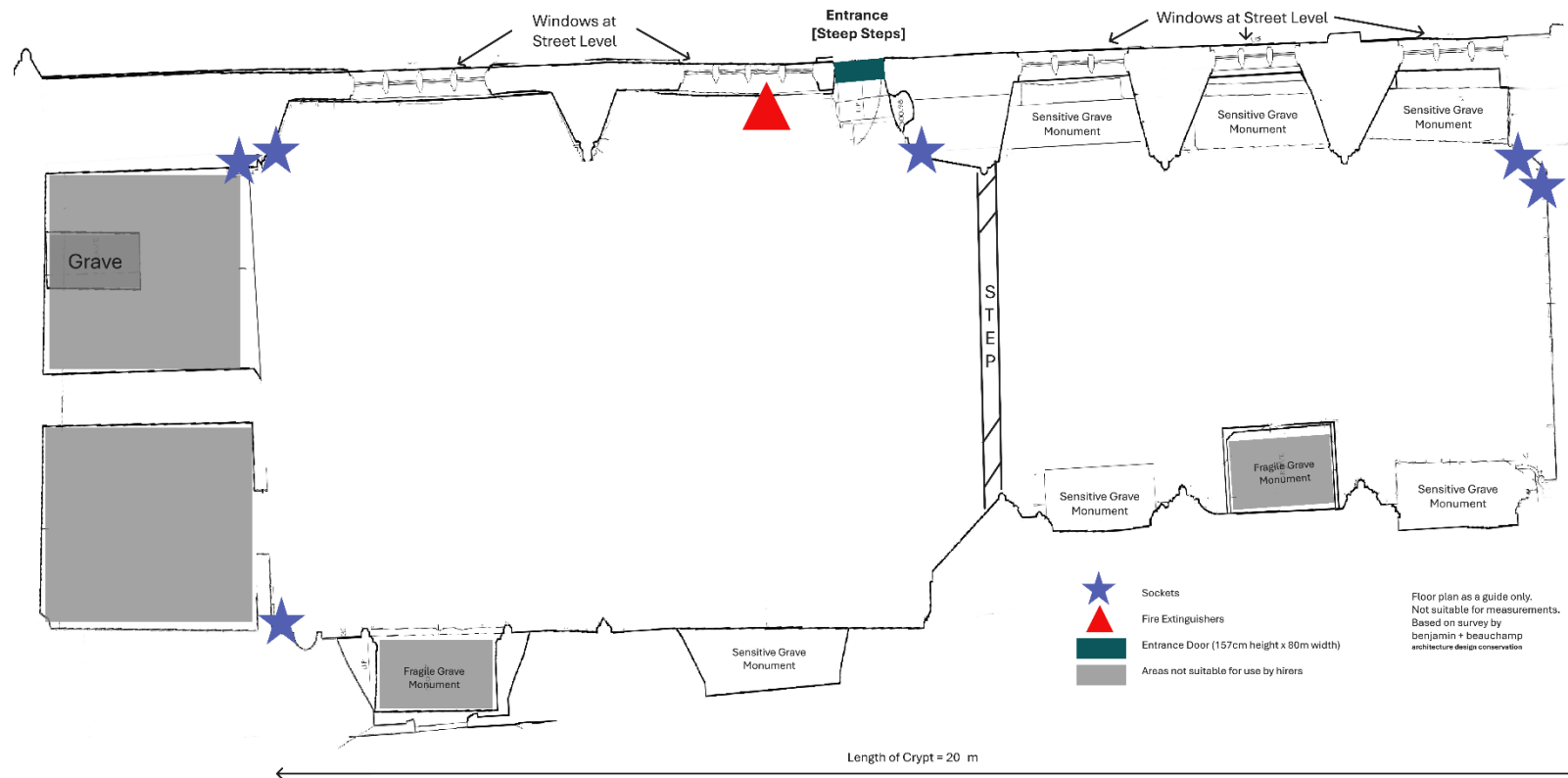
T: 01179 291 766

We look forward to hearing from you.

The Trust greatly appreciates your co-operation on these essential points.

If you have any other queries not covered by the above, we will be pleased to discuss them.

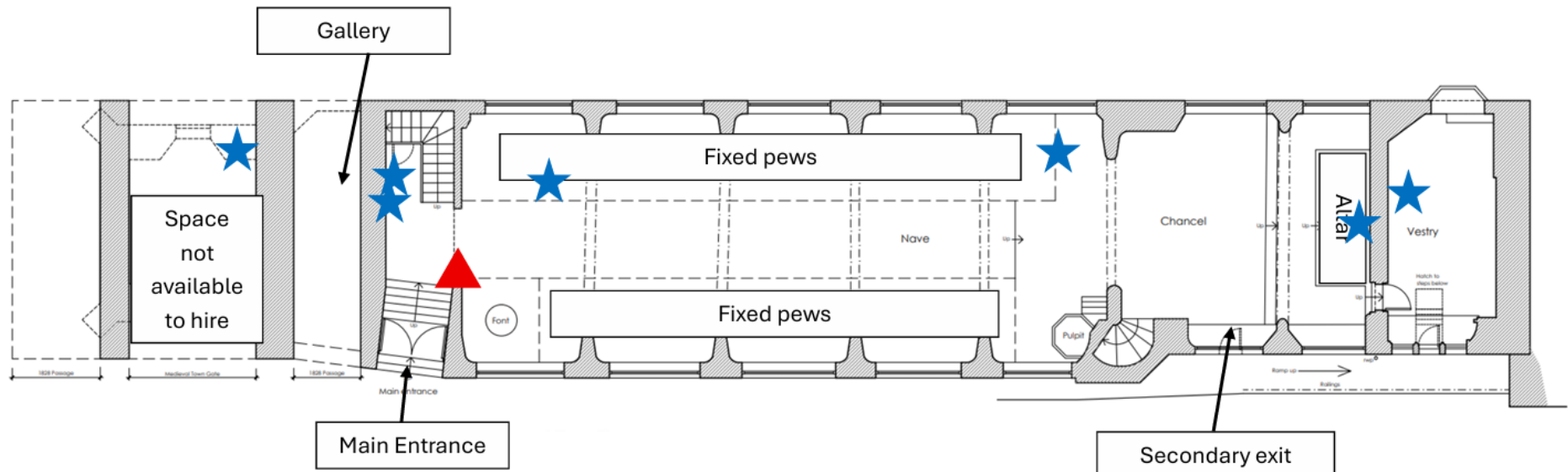
# Plan of the Crypt of The Church of St John the Baptist



# Plan of The Church of St John the Baptist

▲ Fire Extinguisher

★ Socket



## Fire instructions for event organiser

### **IN CASE OF FIRE, EMERGENCY OR FIRE ALARM**

1. The Responsible Person in charge should ensure everyone leaves the premises.
2. Call the emergency services, from off the premises (or instruct someone to do so).

**For FIRE – telephone 999 and ask for FIRE**

The premises are:

**St John the Baptist, Broad Street, Bristol, BS1 2EZ**

**What3words///roofs.curvy.purely (crypt)**

**What3words///hours.froze.edgy (church)**

You may be asked to confirm your (mobile) telephone number.

**Do not hang up until the operator has repeated the address to you**

3. If you have time direct people to the Assembly points –The corner of Quay Street and Christmas
4. DO NOT TAKE RISKS –
  - Personal safety of yourself and group members is your priority
  - Do NOT stop to collect personal belongings
5. Do not attempt to use fire extinguishers on a localised fire, unless safe to do so and you have been instructed in their use
6. Meet the Fire Brigade and brief them on the fire's location.

**Do NOT re-enter the building for any reason until cleared by  
the Fire Service "Officer in Charge"**



Crypt: [What3words///roofs.curvy.purely](#)

Church: [What3words///hours.froze.edgy](#)

St John the Baptist, Broad Street, Bristol, BS1 2EZ  
[www.visitchurches.org.uk](http://www.visitchurches.org.uk)