

Application for Evening Concert Hire April to August 2021

Introduction

Thank you for your interest in hiring St Martin-in-the-Fields for your concert.

We are hoping to offer the church as a hire venue for those who wish to put on concerts **on selected Friday evenings from April 2021 onwards**, providing social distancing rules no longer apply to concert venues and churches, and that we are able to operate once again at full audience capacity.

In this challenging time, a particular focus of our first round of external hire concerts is **the rebuilding of existing audiences**. Alongside this, and with the expected reduction of overseas visitors to central London over the coming period, we are looking to **build new audiences closer to home**.

You are welcome to apply for as many concert dates as you would like. **We warmly welcome applications from those who have put on concerts at St Martin's in the past, as well as new performers.**

To apply to hire the church for an evening concert, you must complete this application form in full and send it, along with any appropriate supporting materials, to the Music Team at music@smitf.org. The deadline for applications is **Sunday 15th November 2020** for concerts from **April to August 2021**. Thereafter we hope to move to a more regular September to August allocation of dates.

Your application will be considered, and the final decision will be made by the music group of the **St Martin-in-the-Fields Limited Board**.

If your application is successful, you will be sent a contract (which will be between you and St Martin-in-the-Fields Limited) to read through and sign. This form will serve as an appendix to your contract, so it is essential that all the information supplied below is clear and correct. Please also note that all applications for evening concert hire are subject to approval by the Music Team to avoid date or programme clashes across St Martin's calendar. Submission of this document does not guarantee an offer of a concert at St Martin's.

If you have any questions about this form or any other aspect of our hiring procedures, please get in touch with our team at music@smitf.org and we will be happy to advise you.

We will respond to your application by **Monday 30th November 2020**.

If your application to hire the church for your concert is successful, and on our response date of Monday 30th November 2020 social distancing rules no longer apply to concert venues and churches (i.e. when we are able to operate once again at full audience capacity), we will offer you a proposed date. We will hold this proposed date for 14 days, pending your written confirmation, signed contract and deposit. Should we not receive either your confirmation or deposit by that deadline, we will release the date. Please note that bookings are not confirmed until a Concert Hire Contract has been issued by St Martin's and returned by you, with the deposit.

If your application to hire the church for your concert is successful, but social distancing rules still apply to concert venues and churches (i.e. we are unable to operate at full audience capacity) on our response date of Monday 30th November 2020, we will not offer a specific concert date at that time. We will defer offering you a proposed date until social distancing rules no longer apply to concert venues and churches.

In these challenging times, tickets will go on sale **3 months** before your concert is due to take place. In particular please note our Force Majeure policy.

We look forward to receiving your application.

The Music Team of St Martin-in-the-Fields

Breakdown of hire costs

Venue hire fee (not subject to VAT): **£1850**

The venue hire fee includes:

- A three-hour rehearsal in the church, to include time for tuning
- Use of downstairs changing rooms (Myra Hess Room, Robert Tear Room, Christopher Gibbons Room, John Weldon Room)
- Use of St Martin's lighted music stands, chairs, staging and microphones for the performance area, if required
- Lighting state for the performance area, as agreed with the Music Team, set up by St Martin's staff

Box office commission charge (subject to VAT): **15% box office commission**

The box office commission charge includes:

- Computerised box office facilities (Spektrix)
- Assistance from St Martin's staff in setting up the performance area (excluding lighting)
- Services of Duty Manager and Front of House team on the night of the concert
- Inclusion as a listing on the St Martin website

The above fees do not include:

- Performing Rights Society charges.
- Use of the piano, harpsichord, organ or chamber organ, although these may be hired from St Martin's at an additional cost (see below)
- Provision by St Martin's of programme sellers, leafleteers or CD sellers. St Martin's staff on duty may not be asked to distribute, sell or collect promotional material on behalf of the concert promoter without prior agreement. St Martin's staff may be available to sell programmes at an additional cost of **£30 per seller**. Please include this request in the 'additional information' section of the application form.
- Provision by St Martin's of stage management. All promoters must provide their own personnel.

Concert Application Form

Please read 'Additional notes' at the end of this document before completing this form.

Proposed date of concert (can be a range of dates)	
Proposed time of concert	
Contact name	
Address	
Phone number	
Email	
Registered charity number (if applicable)	
Suggested concert title	
Concert description Please describe your proposed concert in as creative a way as possible	
Name of conductor/director	
Name of ensemble(s)	
Name(s) of soloists Please includes instruments and/or voices	

Total number of performers and breakdown of instruments (to include all chorus members, instrumentalists, soloists and conductor)

Programme details (please use BLOCK CAPITALS)

Composer	Piece	Duration
Interval of 20 minutes		
	Total duration	

Operational and technical information

Name of operational contact (if different from main contact)	
Phone number of operational contact (if applicable)	
Email of operational contact (if applicable)	
Proposed time of arrival at church	
Proposed rehearsal start time	
Any unusual requirements?	
Additional information	

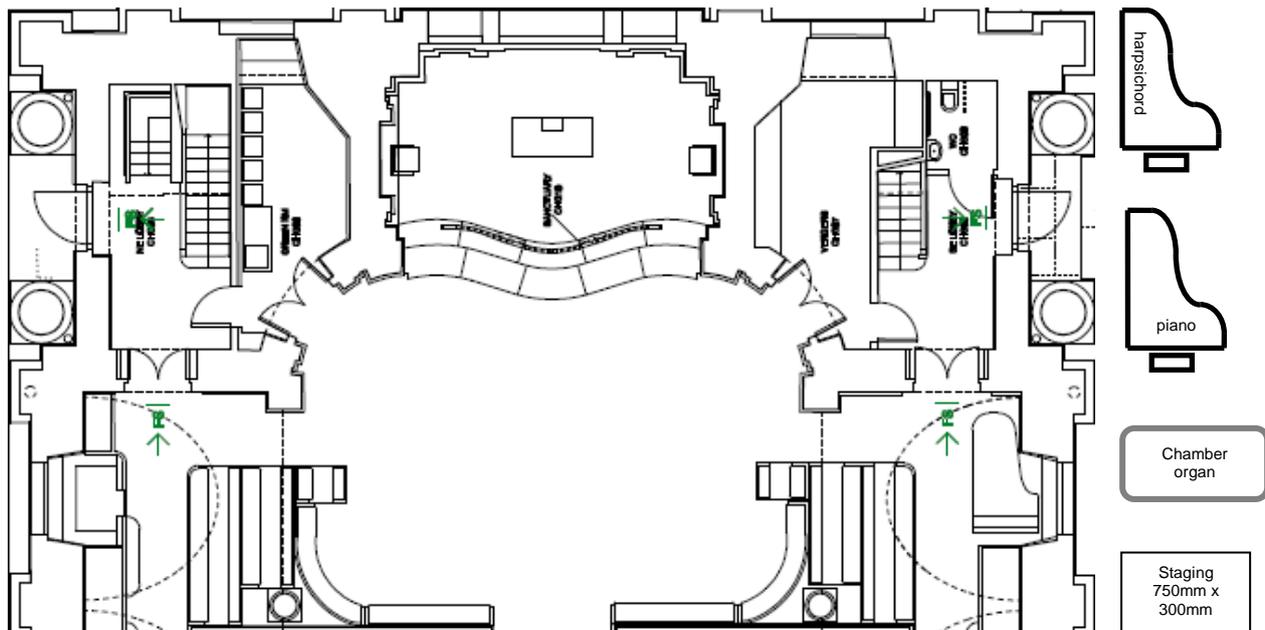
Choice of equipment provided by St Martin-in-the-Fields	Total No Required
Lighted music stands (up to 20 in total)	
Conductor's lighted music stand	
Staging (up to 24 blocks in total)	
Orchestra / Soloist chairs (up to 20 in total)	
Choir chairs (up to 30 in total)	
Microphones (1 x handheld, 2 x radio)	

Choice of instruments available to hire from St Martin-in-the-Fields:		Please tick where appropriate			
Steinway Model D Grand Piano	£120 + VAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Walker 1990 Pipe Organ	£120 + VAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Jennings Chamber Organ	£170 + VAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	A415 <input type="checkbox"/>	A440 <input type="checkbox"/>
Harpsichord – Double Manual Tuned	£160 + VAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	A415 <input type="checkbox"/>	A440 <input type="checkbox"/>
Harpsichord – Double Manual Untuned	£110 + VAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Performance Area Layout

The size of the performing area is 11.38m x 6.8m. Please mark an X on the diagram below for each performer's chair and a _ for music stands for the largest set-up that you would require. Please also indicate position of large instruments (piano, chamber organ, harpsichord). Staging can be provided (see previous section). We have 24 units sized 750mm square x 300mm high which will cover an area 4.5m x 3m.

If you are successful in your application, we recommend that for unusual set-ups and large number of performers you make an appointment to visit St Martin's and survey the performance area to ascertain how everything will fit into the allotted space.



Extra set-up information

Additional information

see 'Additional notes' (eg. additional front of house staff, extra rehearsal time, recording requests etc.)

Declaration

If your application to hire the venue for your concert is successful, this application form will serve as an appendix to your contract. It is therefore imperative that you complete all sections in full. Please ensure that you have included all relevant information. Failure to complete all appropriate sections may result in the rejection of your application.

By signing this form, you are confirming your understanding of the terms set out in the information section, and that the information supplied in this application form contains complete and correct details of your concert.

Signature:..... **Date**

Please return this form as a completed, signed PDF to music@smitf.org.

Additional notes

Rehearsals

The venue hire fee includes a three-hour rehearsal, to include tuning, normally between 3.00pm and 6.00pm. Because of other activities in church, access is from 2.30pm only and it is not normally possible to set up equipment before this; this should therefore be taken into account when planning the start time of the rehearsal.

Extra rehearsal time in the church may be available depending on the church schedule and the amount of notice given; please request this on the application form under 'additional information'. A charge may be made for any additional time in the church and/or staffing costs involved.

Performance time

The venue hire fee assumes a performance time of 7.30pm-9.30pm (concerts should end no earlier than 9.15pm and no later than 9.30pm). Note that audiences are normally informed by the Box Office of an end time of 9.30pm unless otherwise specified by you. Doors open 30 minutes before the start of the concert and there is an interval of 20 minutes. Permission for performances outside these times must be sought via the Music Team.

Please ensure the church is cleared of performers, belongings and any other equipment brought in by you by 10.00pm on the concert night, otherwise St Martin's may make an additional charge of **£60.00 plus VAT** per half hour of additional time after 10.00pm, to cover staffing costs incurred.

If equipment is left on the premises, either in church in downstairs spaces, overnight without prior agreement or permission from St Martin's, a charge of **£200** will be made.

Performing Rights Society fees

St Martin-in-the-Fields collects royalties from you on controlled works, on behalf of the PRS. These are calculated on the percentage of time taken by controlled works in relation to the whole programme. It is therefore essential that we are given the timings for every item in the programme.

Assurance

You must be insured for public liability for a minimum of £2 million whilst on the premises. If your application to hire St Martin's for your concert is successful, we will ask that you confirm that you are insured in writing. For your information, St Martin's carries a £10 million public liability insurance with Ecclesiastical Insurance.

Technical and venue information

Instrument hire

St Martin's offers the use of the following instruments for hire:

- | | | |
|---|----------------|----------------------|
| • Steinway Model D grand piano | | £120 plus VAT |
| • Walker Organ (1990, refurbished 2013) | | £120 plus VAT |
| • Jennings Chamber Organ (specification available on request) | | £170 plus VAT |
| • Double manual harpsichord | Tuned | £160 plus VAT |
| | Untuned | £110 plus VAT |

Tunings will be arranged through the Music Team.

Notes on use of instruments

St Martin's will arrange the set up and positioning of the instruments. Please note that the piano may not be moved from the approved position, raised onto another level nor 'prepared' in any way.

St Martin's will make every endeavour to provide one tuning session of instruments as near to your concert as is convenient, but we cannot guarantee that this will take place on the day of the concert or at your preferred time of day.

Performing area

The size of the performing area is 11.38m x 6.8m. Use of our staging blocks is included in the venue hire fee. These blocks measure 750mm square x 300mm high and can cover an area of 4.5m x 3m.

We recommend that for unusual set-ups and large numbers of performers you make an appointment to visit St Martin's and survey the performance area to ascertain how everything will fit into the allotted space.

Stage Equipment

The following equipment is available for use, included in the venue hire fee:

- Lighted music stands (20)
- Conductor's lighted music stand
- Staging blocks (24)
- Orchestra/soloist chairs (20)
- Choir chairs (30)
- Microphones (1x handheld, 2x radio)

Audience capacity and performer numbers

Due to fire regulations, the maximum number of people, including performers, is 575 on the ground floor and 250 in the galleries. It is essential that St Martin's be given precise information about the number of performers at a concert before it can be publicised or put on sale. This is to ensure that capacity is not exceeded, thereby contravening our licence from Westminster Council. Please note that the 'number of performers' includes any staff members brought by you as well as the conductor, soloists, chorus members and instrumentalists (but does not include St Martin's staff).

The usual maximum numbers for instrumental and choral performers are:

- instrumental: 40 performers
- choral: 80 performers (without orchestra)
- combined instrumental/choral: 70 performers

If you wish to put on a concert with more performers, this must be discussed and confirmed with the Music Team.

Facilities for patrons and performers with disabilities

St Martin's reserves designated seats for patrons with disabilities. These are situated in the front row of the nave in Band A. Our accessible entrance is via a ramp on the north side of the church. A lift is available from church to crypt level, as well as from street level to crypt level. Each patron with a disability is entitled to a complimentary ticket for a companion.

We regret that the nature of our historic building can make access for performers with disabilities a challenge, as usual access to the performing area is through a narrow stairway. It is possible to access the performing area through the audience entrance. If you or a member of your ensemble has a disability which requires alternative access arrangements, please get in touch with the Music Team to discuss this.

Recording, videotaping, photography or broadcasting

Permission must be gained in advance for any recording, videotaping or photography (commercial or non-commercial) that will take place during the rehearsal or concert; please indicate this on the application form under 'additional information'. Any such activities will be subject to a signed agreement.

If permission is not sought in advance, St Martin's reserves the right to withdraw facilities. On no account may a TV or radio broadcast be arranged, or private recordings of a concert be put to commercial use without the prior agreement of St Martin's. St Martin's will impose a facilities charge for such arrangements; usually 30% of the Fee. Permission from the artists being recorded

will also need to be provided. St Martin's reserves the right to request copies of non-commercial footage and images.

No recording or videotaping facilities are provided by St Martin's. If you wish to record your concert, you must bring in your own equipment and engineers and indicate these details on the application form under 'additional information'. Any recording or videotaping set-up arrangements must comply with Westminster Health and Safety regulations (e.g. equipment may not be placed in the aisles or fire escape routes). Photographers or videographers may not move around during the concert. Flash photographs may not be taken during a performance, only during the audience applause.

Permission for News Access (broadcast) to the rehearsal or concert must be gained from the Music Team at the earliest possible opportunity. A member of the Music Team must be present to accompany the news crew at all times. St Martin's will impose a charge for any extra staffing costs incurred, unless it is agreed beforehand that the News Access will be mutually beneficial to both you and St Martin's.

Special arrangements / Additional information

If there are special arrangements for setting up, or requirements outside of the standard terms of hiring, please make a request on the application form under 'additional information'. Examples of special arrangements may include but are not limited to:

- storage of instruments, equipment or staging, or delivery of equipment to the church outside the contracted times.
- set-up and removal of technical rigging, staging, lighting or sound equipment not owned by St Martin's.
- set-up of equipment for recording, videotaping or broadcasting, as previously agreed with the Music Team
- alteration or extension of rehearsal or performance times

Catering

The Café-in-the-Crypt is usually open during the interval for licensed refreshments.

Box office information

Commission

We charge a rate of 15% commission on all gross ticket sales (subject to VAT). St Martin's pays no VAT on your behalf. It is your responsibility to pay VAT on ticket sales to the Inland Revenue and to ensure that your VAT liabilities are covered appropriately. Shortly after the concert, St Martin's will provide a detailed return and the sum owed to you, less any costs owed to us, or an invoice for the amount due to us, within 30 days of the concert taking place. If the gross ticket sales are insufficient to cover St Martin's charges, you will be sent an invoice for any outstanding amount.

Commission is charged on all tickets issued, including complimentary tickets, with the following exceptions:

- Tickets taken by companions of patrons with disabilities
- Tickets taken by staff of St Martin's
- Group tickets (detailed below)

Other complimentary tickets may occasionally be exempt from commission through agreement with the Music Team.

Concessions and Discounts

At present St Martin's applies the following concession schemes to all concerts at St Martin's:

- 10% discount for patrons over the age of 60, children aged 16 years and under, students in full-time education and the unwaged, members of St Martin's benefits scheme (myStMartin's), ISM members and holders of the MyWestminster ResCard.
- For group bookings, 1 free ticket is available for every 15 paid tickets per concert.
- Each patron with a disability is entitled to one free ticket for a companion.

St Martin's reserves the right to alter its policies from time to time on concessionary prices and discounts.

You MUST consult the Music Team in advance and before the concert is on sale if you wish to set up additional offers and discounts for your concert.

Sale or Return tickets

Tickets can be sold by you on a sale or return basis by arrangement with the Music Team. This is generally to facilitate tickets being sold via a third party. Any tickets sold in this way must be agreed in advance with the Music Team, to avoid the concert being over-sold.

An invoice will be issued and a date and time will be specified for unsold tickets to be returned to St Martin's to be put back on general sale. This date is usually 10 days to two weeks before the concert date, (or later by negotiation with the Music Team). Any tickets not returned by the specified time will be considered sold and you will be charged for the tickets at the full price.

All sale or return tickets will be subject to a commission charge on the face value of the ticket. These tickets will be reconciled following the concert and will be shown on the overall financial statement for the performance.

Returns, refunds and re-sales policy

Tickets bought via St Martin's Box office are non-refundable in ordinary circumstances. At the discretion of the Music Team, customers may exchange tickets for another concert night, providing tickets are returned to the Box Office to arrive at least 48 hours prior to the concert. An administration charge will apply. St Martin's is unable to deal in the re-sale of unwanted tickets returned on the night of a concert.

In the rare event that a customer has a reason to be dissatisfied with a concert performance, St Martin's reserves the right to offer a refund. Although every attempt will be made to keep such refunds to a minimum, the Music Team decision is final in such matters.

"No-shows" will not be resold.

House Seats

St Martin's retains 6 house seats for re-seating customers when necessary.

Ticket prices

Example ticket structure is as follows:

	A	B	C	D	E
Friday evening ticket prices	£30	£27	£20	£15	£9

Price band E (rear gallery seating) has no view of the performance area. All other price bands include seats with a restricted view.

Standard practice for evening concerts is to open one gallery initially, with the second being opened should demand be sufficient. The second gallery must be opened before 2.00pm on the day of the concert.

Other ticket pricing structures may be agreed with the Music Team; this should be discussed at the point that your concert application is accepted and a date offered.

Cancellations

If you cancel your booking after a contract has been signed and returned, St Martin's will retain any deposit already paid as an administration charge. If the notice of cancellation is received less than three calendar months before the scheduled concert date, you will be required to pay to St Martin's the full hire fee of **£1850** as a cancellation fee. If St Martin's should successfully rehire the church for the contracted period, the cancellation fee may be waived at the discretion of St Martin's, however in this situation, you will remain liable to pay St Martin's the administration charge of **£150**.

Force Majeure

If the concert is prevented from taking place by Act of God, fire casualty, physical disability, the acts or regulations of public authorities or labour unions, labour difficulties, lockout, strike, civil tumult, war, riot, blackout, aid raid alarm, act of public enemy, national mourning, epidemic, pandemic, interruption or delay of transportation service or any other cause of a similar or different nature beyond the control of you or St Martin's, you and St Martin's shall be relieved of your obligations with regard to the performance. If the presentation of concert is prevented for any of the foregoing reasons, St Martin's shall be under no obligation to present the concert at a different time or to compensate you for any expenses incurred in connection with the concert, and vice versa.

Marketing information

St Martin's will normally assist in the promotion concerts in the following ways:

Website listing at smitf.org

Your concert details are included free of charge on our website, where there is a secure online booking facility. Content is based on the images and copy you supply. You can normally include a short biography of the ensemble or performers, plus one photo. This information is required as soon as possible after the concert date is confirmed and by the deadline as imposed by the Music Team.

It is possible to host other forms of media on the St Martin's website. Please contact the Music Team to arrange the inclusion of such materials.

Social media

St Martin's holds accounts over various social media platforms. We strongly encourage you to actively engage with St Martin's on social media to promote your concert. It may be possible to share content on our platforms in certain instances; this would be decided on a case-by-case basis and is not guaranteed.

Press releases

The Music Team will occasionally produce press releases to highlight events which are significant to the venue. You are encouraged to develop your own press leads for your concert; however, it is necessary that any press releases for concerts taking place at St Martin's are approved by the Music Team.

Programme requirements

If your application is successful, you are required to send a proof of your programme to the Music Team for approval. If you are a registered charity, please quote your registered charity number on all printed materials. See Charities Act 1993 Section 5(2) (a). We reserve the right not to allow sales of programmes which we consider do not fulfil our guidelines or do not reach a high enough standard to be sold at St Martin's. For example, programmes reproduced by photocopying onto poor quality paper are not acceptable. St Martin's logo must appear on the front cover of the programme, in accordance with the design guidelines. St Martin's retains all Intellectual Property Rights for the use of the logo.