

**St John's College, Cambridge**  
**Application Form for Use of the Chapel**  
**(Carol Services)**

Ref. No.
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Name of person or Organisation applying for use (see note 2)			
Name of Choir/School/Org (If different from above)			
Contact Address			
Telephone Number		Mobile Number	
E-mail address			
Date and time of Service			
Date and time			
Size of Choir:		Approx. size of Congregation:	
Is use of organ requested ?	Yes	No	Name and qualifications of organist (see note 4)
Is the Chamber Organ requested?	Yes	No	
Is additional seating required ?	Yes	No	Number of extra seats required (see note 5)
Is special furniture or equipment to be used ?	Yes	No	Please give details
Is permission for recording of photography requested ? (See also the attached forms for audio recording)	Yes	No	Please give reasons
Is access to College for vehicles required ?	Yes	No	Please give reasons

<b>I confirm that:</b> (see note 1)			
<ul style="list-style-type: none"> <li>• I have read the <b>Terms &amp; Conditions</b> for the use of the Chapel and agree to abide by them</li> <li>• I have read the <b>Chapel Health &amp; Safety Policy</b>  (available at <a href="http://www.joh.cam.ac.uk/chapel_and_choir/venue_hire">www.joh.cam.ac.uk/chapel_and_choir/venue_hire</a> or from the Chapel Clerk)</li> </ul>			
Signed		Date	

NOTES

1. The Terms and Conditions for the use of the Chapel are provided on pages 3 & 4 of this document.  
When completed Pages 1 & 2 only should be returned to:  
The Chapel Clerk, St John's College, Cambridge, CB2 1TP
2. In all cases an individual must be responsible (jointly and severally with any organisation) for correspondence and payment, for communications in connection with the application, and for observance of the rules for the use of the Chapel.
3. Applicants having an association with the College or involved in activities by a University Society or for a charitable or like purpose should include this fact in stating the case the concessionary fee.
4. Where use of the organ is requested this must be indicated on the application form and the name of the person/s playing the organ must be given for approval by the Director of Music of the College.  
Permission is not normally granted unless the person holds FRCO or ARCO qualifications.
5. The Chapel can seat 247 people.  
Extra chairs can be provided to increase the seating capacity.  
The maximum number of extra chairs allowed is 164 which makes the seating capacity of the Chapel 411.  
Extra seating can also be provided in that Ante Chapel up to a maximum of 100.

**For College use only**

Date application form received by Chapel Clerk		Date application form sent to College Council	
Comments of Dean on application			
Approval by Director of Music (where applicable)			
Council Minute:		Rate of fee:	
Special approval or conditions			
Domestic Bursar's Instructions			

# St John's College, Cambridge

## Terms & Conditions for the use of the College Chapel

### Applications

1. Use of the Chapel is granted by the College Council on the recommendation of the Dean. Applications should be made in good time (normally not less than three months in advance) on an application form which can be obtained from the Chapel Clerk.
2. Use of the organ is granted by the Director of Music of the College. Permission will not normally be granted to persons who are not Fellows or Associates of the Royal College of Organists, or holders of other recognized qualifications at the discretion of the Director of Music. Where use of the organ is requested this must be indicated on the application form and the name of the person playing the organ must be given for approval by the Director of Music of the College.

### Fees charged

3. The fee for the use of the Chapel covers:
  - (i) the use of the Chapel for one performance and for a reasonable time beforehand and afterwards for the audience to be admitted and to depart;
  - (ii) the use of the Chapel for a rehearsal not exceeding three hours on the day of the performance, provided that a request for a rehearsal is included in the application and that the Chapel remains open to visitors during the rehearsal;
  - (iii) the attendance of the Chapel Clerk for the period of the performance and rehearsal; and
  - (iv) the provision of heating, lighting and the College Sound System.

4. The fee is determined as follows:

	<u>Standard Rate</u>	<u>Concessionary Rate</u>
For an evening concert	£450	£100
For a daytime concert	£300	£100
For an organ recital (including use of organ)	£300	£200
For a second or subsequent performance two thirds the fee for the first performance		
For each additional rehearsal (3hrs)	£200	£100
For each 3 hour recording session (with organ)	£200	£200
For each 3 hour recording session (w/o organ)	£150	£150
Video Facilities Fee	£100	£100

5. Additional charges are as follows:

For the use of the Organ	£200	£100
For the use of the Chamber Organ	£100	£50
For provision of extra seating (per seat)	£1.00	£1.00
Music Performance Licence fee (where applicable)	£50	£50

6. VAT will be charged at the rate applicable on the date of the event.
7. Fees must be paid within 14 days of receiving an invoice and should be paid by a cheque made payable to St John's College, Cambridge and sent to the Accounts Department, St John's College, Cambridge CB2 1TP.

### **Publicity and ticket sales**

8. All responsibility for publicity and ticket sales lies with the organisers and not with the College. Publicity material may not be displayed in College, nor tickets sold in advance in College except with the consent of, and in accordance with arrangements approved by, the Domestic Bursar. Ticket prices and numbers of tickets must be indicated on the application form and may not be varied except with the consent of the Dean.

### **Seating and equipment**

9. The capacity of the Chapel with standard seating configuration is 247. The capacity with additional seating is 433, or 533 if the Ante Chapel is used.
10. All arrangements involving special furniture or equipment in the Chapel must be approved by the Dean in consultation with the Domestic Bursar where necessary, and arrangements for bringing and removing such furniture and equipment must be similarly approved. The provision of additional seating must be arranged through the Chapel Clerk at the charge specified in Schedule 1.

### **Stewards**

11. Four stewards must be present throughout each performance, or such larger number as the Dean may require, and no member of the public shall be admitted until the required numbers of stewards are present. Stewards shall be conversant with the emergency procedures for the Chapel, copies of which should be obtained from the Chapel Clerk. The Vestry and gangways must be kept free from obstruction at all times, and organisers, stewards and performers must comply at once with any instructions given by the College staff on grounds of safety.

### **Recording**

12. Recording, whether sound or audio-visual, and photography are permitted only with the written consent of the Dean. Such permission is not normally given and may be subject to an additional fee.

### **Organisers' liability**

13. Organisers must take every care to avoid damage to the fabric or contents of the Chapel, and must indemnify the College in respect of the cost of making good any damage that occurs, howsoever caused.
14. The College accepts no liability for (i) injury to persons participating in or attending a concert or any similar event in the Chapel, or (ii) loss of or damage to property brought into the Chapel in connection with a concert or any similar event, howsoever such injury, loss or damage may have occurred. The organisers must indemnify the College in respect of any damages for such injury, loss or damage which may become payable by the College in connection with a concert or any similar event.
15. Organisers must provide the College with the information required to complete and return the music performance licence form to the Chapel Clerk within seven days of the Concert.

### **Miscellaneous**

16. Smoking in the Chapel is prohibited at all times. No food or drink shall be brought into the Chapel. Requests for service of refreshments in the Ante Chapel or Chapel Cloisters must be made at the time of booking.
17. Car parking in the College is not available in connection with concerts or similar events in the Chapel. The access to the College of vehicles for the purpose of loading or unloading equipment or for any other purpose must be approved by the Domestic Bursar in advance.
18. Dressing rooms and rehearsal rooms (other than the Chapel) are not available in College.
19. These rules shall not be varied except with the written consent of the Dean.