

St John's College, Cambridge

Application Form for Use of the Chapel (Events)

v. 7

Name of person or Organisation applying for use (see note 2)				
Name of organiser (If different from above)				
Address				
Telephone Number		Mobile Number		
E-mail address				
Purpose of application (including proposed content of performance where appropriate)				
Date and time of event (also specify any required rehearsal time)				
PRS registration number If applicable (see note 6)		Will you be submitting your own PRS return	Yes	No
Case for application and concessionary fee (see note 3)				
Specify number and prices of tickets			Total size of Choir and Workers	
Where and when will tickets be available to be purchased?				
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	
Copy of 3 rd party liability insurance cover submitted	Yes	No	(See note 7)	
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	(See note 8)	
I confirm that: (see note 1) <ul style="list-style-type: none"> • I have read the Terms & Conditions for the use of the Chapel and agree to abide by them • I have read the Chapel Health & Safety Policy (available at http://www.joh.cam.ac.uk/chapel-venue-and-facilities-hire/chapel-facilities or from the Chapel Clerk) 				
Signed			I confirm that I am over 18 at time of signing <input type="checkbox"/>	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. The concessionary rate is generally available to College or University organisations and may be offered to others at the discretion of the Dean of Chapel upon application.
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 249 people.
Extra chairs can be provided to increase the seating capacity. This should include performers if over ten in number
The audience capacity of the Nave is 407, whereas the total capacity of the Chapel is set at 413, this number must include performers and workers.
Please indicate the number of chairs that are required.
Extra seating can also be provided in that Ante Chapel up to a maximum of 100.
6. Music Performance Licence
Following the event, all hirers must submit a return to the College listing Box office receipts, numbers in attendance and music performed, this is in order to make a return to the Performing Rights Society.
Please note that, even if the Chapel Hire fee is waived, costs as charged by the Performing Rights Society (PRS) will be re-charged to the hirer. This may be waived if your group submits an annual return to the PRS itself (this does not apply to those who make returns to *Making Music*, we would need to make this return as *Making Music* is only viable to venues who do not make an annual return to PRS).
These charges will be invoiced at the time the annual statement is received from PRS, usually in late autumn.

All relevant information must be completed and returned within seven days of the event.
7. Organisers and any person or company contracted by them must provide the College at the time of booking with evidence of third party liability insurance cover to the value of £5,000,000 (five million pounds) unless it is intended to use high powered equipment (Stage lights) or to use staging (not supplied) then the insurance value should cover to the values of £10,000,000 (ten million pounds)
Bookings will not be confirmed by the College until satisfactory evidence is received.
8. Parking is available, subject to space and prior booking, for up to four cars for the organisers. Should you wish to make use of this facility details must be provide one week prior to the event (name, registration number and any specific requirements ie. disabled parking or high sided vehicles).
Should the number of vehicles exceed the four allowed, then it might be possible to accommodate them, however a surcharge is made of £5.72 plus VAT, per vehicle, per day.

For College use only

Date application form received by Chapel Clerk		Date application form sent to College Council	
Comments of Dean on application		Proposed Fee	
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	£500	£110
For a daytime concert	£330	£110
For an organ recital (including use of organ)	£330	£220
For a second or subsequent performance two thirds the fee for the first performance		
For each additional rehearsal (3hrs)	£220	£110
For each 3 hour recording session (with organ)	£220	£220
For each 3 hour recording session (w/o organ)	£165	£165
Video Facilities Fee	£110	£110

5. Additional charges are as follows:

For the use of the Organ	£220	£110
For the use of the Chamber Organ	£110	£55
For provision of extra seating		
For performers (c.20)	£20	£20
For main Chapel to capacity	£75	£75
For full Chapel (Main & Ante-Chapel)	£125	£125

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 main body of the Chapel with standard seating configuration is 263. The capacity with additional seating is 407. Please note that the total capacity of the main body of the Chapel is 413, however this number must also include the number of performers and workers. i.e if the Choir and workers is 65 in number then the capacity of the Nave is reduced to 348. An additional 100 chairs can be requested for the Ante-Chapel. Set up of all chairs must be done by the hirer once any Service has ended.
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. Six 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. Stewards must be over the age of eighteen and not performing in the event.

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 and any person or company contracted by them must provide the College with evidence of third party liability insurance cover to the value determined by the Bursar's Agent. Evidence must be provided at the time of booking and bookings will not be confirmed by the College until satisfactory evidence is received.
16. 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

17. 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.
18. 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.
19. A Dressing room will be provided, subject to availability, and rehearsal rooms (other than the Chapel) are not available in College. The Vestry may not be used under any circumstances as a Dressing Room
20. These rules shall not be varied except with the written consent of the Dean.