

St. John's College, Cambridge
Application Form for Use of the Chapel
(Recording Sessions)

Ref. No.

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 recording where appropriate)			
Days and Times requested (including getting in and out timings)			
Number of 3 hr Sessions requested			
Is use of organ requested ?	Yes	No	Name and qualifications of organist (see note 3)
Is the Chamber Organ requested?	Yes	No	
Is additional seating required ?	Yes	No	Number of extra seats required (Music stands are not available)
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 4)
Is access to College for vehicles required ?	Yes	No	Please give reasons
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 www.joh.cam.ac.uk/chapel_and_choir/venue_hire or from the Chapel Clerk) 			
Signed		Date	

NOTES

1. The Terms and Conditions for the use of the Chapel are provided at 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. 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.
4. 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 £10,000,000 (ten million pounds).
Bookings will not be confirmed by the College until satisfactory evidence is received.

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 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.
8. 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.

Recording

9. 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

10. 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.
11. Organisers must provide the College with evidence of a relevant Visa or Work Permit as approved by the United Kingdom Borders Agency for all non-EU performers. Evidence must be provided at the time of booking and bookings will not be confirmed by the College until satisfactory evidence is received.
12. 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.
13. Organisers and any person or company contracted by them must provide the College with evidence of third party liability insurance cover to the value of £10,000,000 (ten million pounds). Evidence must be provided at the time of booking and bookings will not be confirmed by the College until satisfactory evidence is received.

Miscellaneous

14. 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.
15. 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.
16. A Dressing room may be provided upon request and subject to availability. Rehearsal rooms (other than the Chapel) are not available in College.
17. These rules shall not be varied except with the written consent of the Dean.