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HOLYWELL MUSIC ROOM

**NOTES FOR CONCERT ORGANISERS,
BOOKING INFORMATION AND
CONDITIONS OF HIRE**

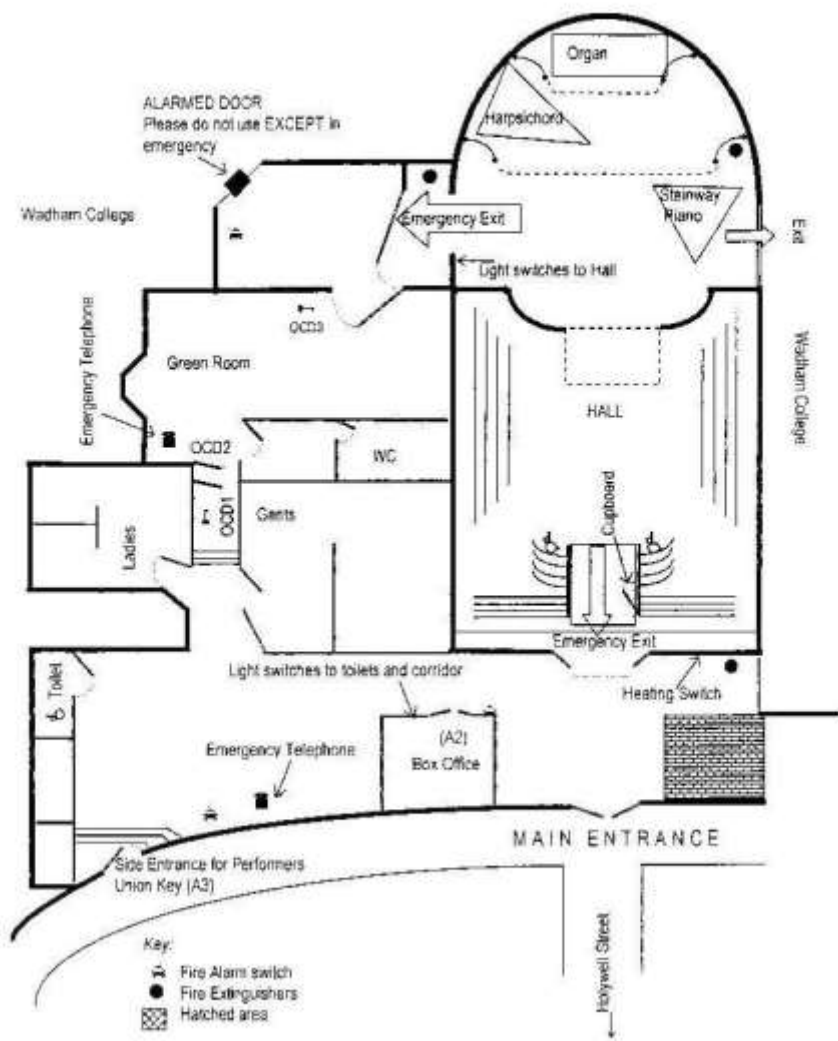
The Holywell Music Room History

In the summer of 1998, the Holywell Music Room celebrated its 250th anniversary. The oldest custom-built concert hall in Europe, it opened its doors to the public for the first time in 1748. Designed by Thomas Camplin, Vice-Principal of St Edmund Hall, the building was probably the brainchild of William Hayes, then Professor of Music at the University. The project was funded by public subscription (established in 1742).

The room continued as a concert venue throughout the eighteenth century and until 1836, from which time it was used for a number of other events, including auctions and exhibitions. By the 1870s, it was being used for weekly rehearsals by the Oxford Philharmonic Society and its future as a musical venue was further secured after 1910 when the Oxford University Musical Union obtained the lease on the building.

The Holywell was restored and refitted in 1959-60 and since that time has been the location for many hundreds of recitals and concert series featuring prestigious visiting musicians as well as many local groups and student performers.

PLAN OF THE HOLYWELL MUSIC ROOM



NOTES FOR CONCERT ORGANISERS

This booklet provides both the practical details of the layout of the Music Room and the terms and conditions of its hire. Concert Organisers are reminded that in signing the booking form, they have already agreed to comply with the Conditions of Hire. Please read this booklet carefully.

1. The Room: The plan on the previous page should give you an idea of the layout of the rooms and also the location of the fire alarms and extinguishers. The fire regulations are displayed on the premises. The Organisers' entrance to the Holywell Music Room is normally through the side entrance on Holywell Street to the left of the main entrance (Union Key A3).

2. Lighting: Lighting switches for the Hall are at the stage end of the Hall (see plan) and the ones controlling the toilets, corridor and the front are found in the corridor next to the main entrance; the unisex disabled toilet has its own light switch as does the Green Room and adjoining cloakroom. Freestanding lights are normally kept at the far end of the stage. The security lights outside the building are set to come on at suitable times by Wadham College. If the lights are required to come on at any other times, please use the override switch provided. There is a delay whilst the bulb warms up to be fully illuminated. **Please do not alter the timer.**

3. Heating: Heating in auditorium is on a timer set to go on at 5.00am and off at 11.00pm during the winter months. The organiser need not switch anything on or off. In the Hall itself, the heat is transmitted through pipes beneath the fixed seating. There are notices warning members of the public against allowing valuables to come into contact with these pipes. The heating in the Green Room, Ticket Office, Toilets and part of the corridor is operated on a system controlled by Wadham College. The radiators in these areas can be manually controlled by thermostatic valves, which will be set low on arrival. If changing the thermostat, remember to reinstate position before leaving. The heating in these areas operates from 08.00 hrs until 23.00 hrs daily.

4. Seating: You will see from the plan that there are rows of fixed seating in the Hall; however, additional chairs are kept in the cupboard under the seating at the rear of the Hall. The additional chairs should be placed in such a way so as not to obstruct the emergency exits and they must be put away after use. Please note that the capacity of the Room is 200 (194 seats), *including performers, organisers and stewards*. The two rows in the front fixed seating area are suitable for a maximum of two wheelchair users, and should be arranged so as not to obstruct the Exit routes. No chairs, stands or equipment may be removed from the premises.

5. Use of Instruments: The Faculty of Music owns the Steinway Model 'C' Grand Piano, the Misina and Douglas 'Dulcken' two-manual harpsichord and a chamber organ built around 1795 by John Donaldson. Anyone wishing to use the Piano or Harpsichord should book them at the same time as they book the room, using the booking form. Wadham College will book the instruments through the Faculty of Music. ***Under no circumstances should the piano or harpsichord be moved. Any resulting damage will be charged.*** No other keyboard instruments or electrical equipment may be brought into the Music Room without the prior consent of Wadham College. Amplifiers if required should be kept at a reasonable sound level. The piano lid must be lowered and the piano left locked and covered after each event. The piano may not be 'prepared' nor the lid removed; it may be played from the keyboard only.

6. Fire and Safety Precautions: The Concert Organiser and Stewards should familiarise themselves with the layout of the premises and with the Fire and Safety Precautions **before the event takes place** (this can be during the day of the event if necessary). Before a performance begins the Stewards must make an announcement to indicate the location of the Fire Exits. The main double door to Holywell Street should remain unbolted whilst closed during the performance. In the event of a fire or accident, the first priority should be to evacuate the building as quickly as possible. Three battery-operated torches are available in the booking office for use in an emergency. The double

doors opening on to Wadham College property are linked to the College fire alarm system and anyone using these doors will set off the fire alarm. Improper use of this door will incur a fine of £25.00.

People with disability: There are two clearly signposted spaces in the Holywell Music Room auditorium (and can take two more) designated for wheelchair users and it can accommodate a further two (4 in total). In the event of a fire or emergency evacuation, the Steward on duty must ensure that all able-bodied people are allowed to exit before wheelchair users are assisted out of the auditorium.

7. Accidents/Damage: Please note that there is a telephone in the Green Room and also in the main corridor (see plan). You may use the telephone to make calls to internal University numbers or the Emergency Services. Any accident to persons or property taking place during the period of hire must be reported to Wadham Porters' Lodge as soon as possible (the Lodge is staffed continuously). The telephone number for the Porters' Lodge is (2)77900. In the event of an accident, please note that a clean up pack is kept behind reception for your use. There are wooden steps leading up to the tiered seating. Please note that due to the age of this building they may be uneven and care should be taken. This should be pointed out to guests by the Stewards. The College Lodge is staffed by First Aid 'Appointed Persons' only, a certified Steward and First Aider will be booked on your behalf by Wadham College for your event.

8. Security: Theft remains a very real, if rare, occurrence at concert venues. It is, therefore, recommended that musicians and performers obtain their own insurance to cover this risk. **There is a safe in the Box Office and the key to the safe is on the same ring as the key to the Music Room itself. The Concert Organiser is advised to use this safe for valuables.** However it is advised that any monies taken at the beginning of a concert should be put in a locked cash box and taken to the Wadham Porters' Lodge to be put in their safe until the end of the event. The key to the cash box should be held by the Organiser. Any lost property should be handed to the Porter in the Wadham College Lodge. Doors onto Holywell Street cannot be locked as they are a fire

exit. When inside the auditorium be aware that someone could enter the building. Coats and items in the box office are at risk of theft. The External Steward booked by Wadham College should remain in the box office throughout the performance. The Green Room is not used as a Fire Exit and therefore it is recommended that the room is kept locked when not in use.

9. Insurance: Wadham College cannot accept responsibility for the loss or theft of valuables and monies belonging to either members of the audience, musicians, or other persons connected with events in the Music Room. You are required to have Public Liability Insurance for a minimum of £5m. A copy will be required at least 2 weeks before the event. Please advise musicians/performers to have their own insurance to cover such risks.

10. Publicity: The Concert Organiser is responsible for the production and sale of tickets, and for publicising concerts. However, Hirers may use the notice board near the Holywell Street entrance to the Holywell Music Room. In addition, on the day of the concert, the Hirer may wish to bring along one or two freestanding boards for displaying posters. These must be taken away at the end of the concert. **Under NO circumstances may posters be affixed to the tree or to the doors of the Holywell Music Room.** Only very limited space exists for displaying publicity material within the room; Hirers should note that any leaflets advertising events taking place outside the room will be discarded. All relevant posters should be removed immediately after the event by the Hirer.

11. Car Parking: There is no reserved car parking available at the Holywell Music Room.

12. Collection of Keys: The keys to the Holywell Music Room are to be collected from Wadham College Lodge. The keys must be returned immediately after use, making sure that all rooms in the Music Room are locked prior to departure.

The standard set of keys will contain the following:

- Yale (Silver) Key: (Side Entrance/hirers entrance)
- Union (Silver) Key: A2 (Box Office)
- Yale (Brass)Key: OCD1 (corridor leading to inner door of Green Room through dressing room)
- Yale (Brass) Key: OCD2 (to Green Room from dressing room)
- Yale (Brass) Key: OCD3 (from Green Room to Stage)
- A Piano Key (not to be used unless piano booked)
- Please note the Harpsichord does not require a key

13. Conditions of Hire: It is the responsibility of the Concert Organiser to ensure that the ‘Conditions of Hire’ are observed.

14. Hire Policy: The Holywell Music Room is a venue that is best suited to performance by soloists and small chamber music ensembles. It may be hired only for concerts, and lectures or master-classes, but **may not** be used for dance or theatrical performances.

The capacity is limited by licence to 194 *including Performers, Hirers and Stewards*, and this number **MUST**, on no account, be exceeded. Wadham College and the Faculty of Music will consider bookings from any individuals, groups, or members of the University provided they have no outstanding debts with Wadham College or the Faculty of Music at the time of booking and, that they have not previously breached the Conditions of Hire.

BOOKING INFORMATION

Hire Period and Booking Process

After provisionally booking the Holywell Music Room, you will be sent a booking form and Performing Right Society forms.

To secure your booking for the Holywell Music Room, you are required to complete and return the booking form, which must be signed by the Organiser. If the person taking charge of the event is different from the Organiser, his/her name must be shown on the form as the Person Responsible at the Event. Please read the booking form carefully and complete in full.

For regular hirers booking weekly or monthly concerts in advance, should the HMR be required as a meeting venue for a residential group, Wadham will endeavour to give as much notice as possible. Please note, when booking regular weekly or monthly concerts, we can only confirm these three months in advance.

All bookings must be paid in advance and an invoice will be sent to you with the booking form. Cheques should be made payable to 'Wadham College Services Ltd' and sent to the Wadham Accommodation, Sales and Events Office.

Hire Charges

The full rate of hire for the Holywell Music Room by Wadham College:

£350.00 Weekdays

£412.00 Saturdays

£400.00. Sundays

The room is available 09.00 hrs to 23.00 hrs, except on Sundays 14.30 hrs to 23.00 hrs.

There is an additional charge of £60.00 (incl. VAT) per 2.25 hour concert for an external steward to be present. Please note that this charge includes the arrival of a steward 30 minutes prior to the start of

the concert and departing 15 minutes after the concert ends. However, the steward will remain on the premises and the hirer will be charged until the audience has departed. Please note there will be a subsequent charge of £5.00 (inc VAT) for every 15 minutes thereafter.

Fees for recording are to be agreed. Should you intend to film for whatever purpose, appropriate signs should be displayed to inform the audience.

The room can be hired separately for morning (only) rehearsals, subject to availability at a cost of £40.00 per morning session.

Fees for selling merchandise e.g. CDs are to be agreed.

Please note that the invoice for Performing Rights Society (copyright) charges and any steward overtime charges will be sent after the date of hire.

The Faculty of Music will invoice you separately for instrument hire and tuning.

Instruments

- Steinway Model 'C' Grand Piano 2008
- Misina and Douglas 'Dulcken' two-manual harpsichord
- Chamber Organ built by John Donaldson around 1795 (not available for hire)

Standard rate hire charge of piano £160.00 + VAT
(includes tuning)

Subsequent days hire of piano To be agreed

Standard rate hire charge of
harpsichord £75.00 +VAT

(does not include tuning – tuning must be organised by the hirer with Simon Neal on 01865 310621)

(Charged by the Faculty of Music)

If the regular piano tuner is not available an alternative may need to be booked and this may incur a different charging rate.

The Performing Right Society

Wadham College are obliged to make returns to the PRS PLL (former Performing Right Society). In booking the Holywell Music Room, the Hirer undertakes a commitment to pay the PRS charges for their event. PRS charges, if applicable, are calculated based on the box office receipts at a rate of 4.8% for classical music. Charges for popular music may differ.

The hirer must provide, as soon as possible, and no later than two weeks after the event concerned:

- 2 copies of the programme, and
- the amount of the actual box office receipts (net of VAT)

You will be provided with PRS forms to complete and return after the concert. Invoices for PRS charges will be sent after the date of hire. Failure to provide this information and subsequently pay the invoice will prejudice any further use of the Holywell Music Room.

Cancellation

In the event of a booking cancellation six weeks or less before the scheduled date of hire, the full hire fee for the Music Room will be charged. The fee will include the cost of tuning instruments and the External Steward, if this has been carried out prior to the notice of cancellation. Cancellations must be confirmed in writing or by e-mail

In the event of the Music Room being hired as a venue for a conference booked through the Wadham College, please see cancellation terms within the contract which will apply in this case.

CONDITIONS OF HIRE

1. The Holywell Music Room may be hired for concerts, lectures or master-classes, and may not be used for any other performances. The Licence of the Holywell Music Room does not permit theatrical performances or dance. Events such as semi-staged operas may be considered, where props, scenery or any other acting aid is not being used. Dance that is being used for education or demonstration purposes rather than full productions may also be considered but the details and logistics of the event must be discussed with the Accommodation, Sales and Events Office in advance of booking.

Events that are to be recorded are charged separately and need to be agreed before booking.

Events must not commence before 9.00 hrs nor end after 23.00 hrs.
2. In the event of the **Concert Organiser** not being in charge at the time of the rehearsal or performance, a **Supervisor** is to be nominated **on the Booking Form**. The **Supervisor** must be a responsible person over 18 years of age.
3. The **Concert Organiser** or **Supervisor** must designate 2 or 4 competent adults (i.e. aged 18 or over) to act as **Stewards**. Two (2) Stewards will be required for 1-99 people and four (4) Stewards will be required for 100-194 people. The names of the Stewards should be filled in on the booking form **only at the time of collecting the keys from the Lodge**. All Stewards must be familiar with the Fire Regulations and layout of the hall, the position and use of fire appliances. Before the commencement of a performance a Steward **MUST** make an announcement to indicate the location of the Fire Exits, inform the audience not to leave bags or parcels unattended and that mobile phones are switched off. The main double doors to Holywell Street should remain unbolted whilst closed during the performance. The Steward will be responsible for evacuating the building in case of emergency or fire.

4. A member of Wadham staff may, at any time during the performance, enter the premises to check that conditions are met and a seat should be available.
5. The **Concert Organiser/Supervisor/** and **Stewards** must be on the premises at all times when the public are present.
6. One of the Stewards should act as Stage Manager
7. The **Supervisor** and **Stewards** must ensure that:
 - a. SMOKING is not permitted in the Music Room at any time;
 - b. no 'real' flames (including candles) are used during any performance;
 - c. REFRESHMENTS are not served to the audience at any time. It is fine for the organisers to make tea/coffee for themselves in the Green Room (to be consumed in the Green Room). This must be cleared and left over milk disposed of, by the organiser before their departure. Alcohol is NOT allowed unless booked and served by Wadham College staff.
 - d. the number of persons admitted does not exceed **194 (including performers)** and the audience is seated according to the seating plan in the Music Room;
 - e. EXITS and GANGWAYS are kept clear at all times; **NO SEATING IS TO BE ALLOWED IN THE PASSAGEWAY LEADING INTO THE ROOM. NO FURNITURE/EQUIPMENT IS TO OBSTRUCT THE STAIRCASE IN THE LOBBY/ENTRANCE HALL.**

- f. good order and proper behaviour are maintained by all persons both on the premises and when entering or leaving the premises;
 - g. Under no circumstances should the Acoustic Curtain be touched
 - h. all incidents, e.g. FIRE, ACCIDENTS, THEFT, BREAKAGES are reported to the Duty Porter in the Wadham College Lodge;
 - i. all defects or repair requirements are reported to the Duty Porter in the Wadham College Lodge;
 - j. all litter, including discarded programmes and posters, is removed from the premises at the end of the event;
 - k. all heating in the Green Room and Lobby Areas and lighting is switched off and plugs, where applicable, disconnected at the end of the event. There is a minimum charge of £20.00 for heating or lighting left on overnight.
8. Wadham College cannot be responsible for any loss or damage of goods and chattels brought on to the premises by any person, nor for any injury suffered by any person.