



National Centre for Early Music
BOOKING FORM – CONCERT or LECTURE

Organisation

Contact Name

Address

..... Post Code

Tel: No Mobile.....

E mail

Space(s) Required

Church Recording Studio Box Office Kitchen Green Room

Date/s of Hire

Type of Function

Detail of event (performers/lecturers names, content, number of performers etc...)

.....

.....

Time of Hire: From To

Room layout:

Theatre style Cabaret style Other (please specify).....

Additional equipment/services required (additional charges may apply – please see price list):

Staging LCD projector (£100 + VAT) Projection screen

Laptop Microphones (£35 + VAT)

CD player/PA system (only suitable for playing background music or a sound track for performance)

DVD/Blu-ray player Flipchart (£5 + VAT) Photocopying (10p + VAT per sheet)

Piano (£100 + VAT) Chamber Organ (£100 + VAT) Harpsichord (£100 + VAT)

Additional services required (additional charges may apply – please see price list):

Technical support

Tea/coffee and biscuits How many servings?

Hot/cold buffet Please state which menu.....

Details of accessibility requirements if known:

.....
.....

Cost of hire

Please note that a deposit of £100.00 + VAT is payable on signing this form. An invoice for the remaining hire fee, plus VAT, will be sent to you after the concert.

I confirm that I accept the National Centre for Early Music conditions of hire.

Signed Date

TERMS AND CONDITIONS OF HIRE

1. GENERAL

- 1.1 The National Centre for Early Music (NCEM) is managed by an educational charity – the York Early Music Foundation and is made available to hire for events, functions and activities that are congruent with the atmosphere, ethos and ethics of the building and the organisation.
- 1.2 The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
- 1.3 The National Centre for Early Music reserves the right to advise any media organisations of this event unless a written objection is received from the Organiser when booking. Acceptance of a booking at the National Centre for Early Music implies acceptance of these conditions.
- 1.4 The NCEM reserves the right to turn down bookings.

2. INSURANCE

The National Centre for Early Music has public liability insurance. It should however be noted that the individual promoter/organiser should have their own insurance in place and should share same with the NCEM on request. Please note that any damage incurred by the promoter/organiser will be charged accordingly.

3. PAYMENTS

- 3.1 We request a deposit of £100.00 + VAT on confirmation of your booking.
- 3.2 The final invoice, which is also subject to VAT, is payable within 30 days of the event taking place.
- 3.3 Payments can be made by cheque or by bank transfer. Please make cheques payable to York Early Music Foundation. Bank details can be found on invoices.

4. CANCELLATION

The National Centre for Early Music will make a number of charges if the event is cancelled:

- Cancellation within 12 weeks or more - payment of 10% of the hire fee
- Cancellation within 12 – 4 weeks – payment of 50% of the hire fee
- Cancellation within 4 weeks – payment in full

5. FACILITIES

- 5.1 The Centre charges are inclusive of heat, ambient lighting, duty management, stewarding and bar facilities. The Centre is licensed to hold up to 200 people including performers and all front of house staff. The venue must not go above this capacity and we reserve the right to turn people away from your event once the capacity for the building is reached.
- 5.2 The Centre is designed primarily for acoustic musicians but we can also accommodate amplified concerts. If you plan to bring your own sound equipment, you must advise us in advance [it helps us plan your visit]. Please note that all electrical equipment must be PAT tested.

- 5.3 Prolyte staging is available on request with treads at either side of the stage. Height either 35cm or 75cm and area up to either 8m x 3m or 6m x 4m.
- 5.4 The church windows can be fully blacked out for an illustrated lecture or film screening. Please ask the Centre staff to close/open the blinds.
- 5.5 Performers can change in the green room which is adjacent to a kitchen and shower. Ironing facilities are available.
- 5.6 We are fortunate to own a number of musical instruments (piano/ fortepiano/ organ/ harpsichord) which are available to hire on request. Tunings will be charged at cost. Nb if using piano, the staging cannot be used.
- 5.7 Use of the kitchen is available free of charge on the understanding that organisers clear up after each session and pop all dirty cups etc into the dishwasher! Regretfully if we have to clean up after you – we will charge you accordingly. And please note that we do not allow any self-catering.

6. CATERING

The NCEM caterers are Bradshaws of York. Please ask for more details.

7. TIMINGS:

NCEM would expect your concert to start at around 7.30pm and would expect you to have left the building by 11pm at the very latest. Please note that our public entertainment licence cannot be extended however exceptional the circumstances and whilst we wish to be flexible, if you are still occupying the building after 11pm, we will charge you £50.00 per half hour or any part thereof.

8. PUBLICITY AND MARKETING:

The NCEM cannot market your concert as part of their concert season. Details of your event cannot go on our website unless the NCEM are selling tickets on your behalf. We can share your social media posts and can accommodate A5 or DL flyers in our foyer but you must be responsible for the marketing of your event.

9. BOX OFFICE:

The Centre can provide box office services at a cost of 10% + VAT of gross ticket sales (minimum charge £50.00 + VAT) and £25.00 + VAT for box office services from one hour before the event. Please note that, should the event be cancelled, the NCEM will take 10% of gross ticket sales at the point of cancellation (minimum charge £50.00 + VAT).

10. CD/MERCHANDISE:

The Centre is delighted to sell CDs and other merchandise supplied by the artists/promoter on the day of the concert – or to allow the artists/promoter themselves to sell such goods – but will charge a commission of 10% on all sales.

11. PRS:

The Centre is registered with the Performing Rights Society and therefore we must charge you royalties for the performance of copyright works. The charges will be as follows:

Popular/jazz concerts - 3% of box office takings, with a minimum charge of £38 + VAT.

Classical concerts - 4.8% of box office takings with a minimum charge of £24.05 + VAT.

Where there is no admission charge or if the average admission charge is less than £5, the PRS charge starts at £12.02 where there is an audience of 50 people or less, increasing in increments of £6.01 per additional 25 people.

The NCEM will invoice for these charges after the event. Please note that these charges are subject to change by PRS.

12. VIDEO AND AUDIO RECORDINGS

If you would like to video or audio record a concert or rehearsal, you must follow these guidelines:

- All equipment used must be PAT tested
- All leads and cabling must be safely taped down to prevent trip hazards
- If recording a public performance, you must display signage to inform the audience about this.

Please ask the Operations and Events Manager or Duty Manager for guidance on this.

13. PRACTICALITIES:

In order to ensure that we offer you as good a service as possible, we need to know your exact concert requirements a couple of weeks in advance. Please note that the hirer cannot sublet the building and must comply with all conditions and regulations made in respect of the NCEM by the Director on behalf of the Local Authority.

14. SEATING PLANS

The National Centre for Early Music provides a very flexible seating space and can be arranged in a variety of configurations according to need. It is however essential that agreement is made on the layout of the Centre at least 7 working days prior to the event. Failure to do so will necessarily incur additional charges.

15. FIRE AND SAFETY REGULATIONS

Your attention is drawn to the National Centre for Early Music's fire and safety regulations. A copy of the venue's housekeeping notes will be provided either in advance or on arrival at the venue and we ask that all organisers/personnel from your group are made aware of the details.

16. ACCESSIBILITY

The National Centre for Early Music is very accessible to the disabled. It is flat floored throughout and disabled person's toilet facilities are available. It has a hearing loop and there are two designated car park spaces available on request.

17. PARKING

The National Centre for Early Music has benefit of a small car park for concert organisers only. The nearest car park is in Peel Street, which is a 4-minute walk away.

18. ACCOMMODATION

The National Centre for Early Music can offer a 10% discount on the best available rates at the Hotel Indigo located next door to the venue. Please ask for more information. The NCEM also has working relationships with a number of hotels nearby, many of which offer special rates.

19. PROPERTY

The Management of the National Centre for Early Music cannot accept any liability for the loss of personal possessions whilst on the premises.

**We hope that these notes assist you with your planning. If you have any queries, please contact the Events Team on 01904 632220 or at events@ncem.co.uk
hire.ncem.co.uk**

National Centre for Early Music

BOX OFFICE 3rd PARTY AGREEMENT



The National Centre for Early Music can provide box office services selling tickets online, over the phone and in person.

Opening hours are Monday – Friday 9.00am – 5.00pm closed Bank Holidays and over the Christmas/New Year Period. Phone messages can be left outside of opening hours and will be followed up the next working day.

Box Office Contact Details:

| | |
|-----------|---|
| Address | National Centre for Early Music St Margarets Church Walmgate York YO1 9TL |
| Telephone | 01904 658338 |
| E mail | boxoffice@ncem.co.uk |
| Website | www.ncem.co.uk |

- **TICKET SALES:** the commission charge is 10% + VAT of NCEM ticket sales (minimum charge £50.00 + VAT)
- **SEATING PLANS:** the cost is £50.00 + VAT for any new venue plan that requires reserved seating.
- **COMPANY SALES:** the NCEM can provide tickets for company own sales on the door at a cost of 10p + VAT per printed ticket along with the cost of recorded delivery postage + VAT if required.
- **DOOR SALES:** the cost is £25.00 + VAT costs for Box Office services from one hour before the event. (only for events held at St Margaret’s Church)
- **DELIVERY:** the NCEM offers free delivery for print at home (PAH) and care of box office (COBO). Postage is offered for an additional 50p. Tickets sold on line or over the phone where the customer has opted for COBO will need to be collected from the NCEM during opening hours for distribution by the promoter on the door. COBO tickets can be posted and the cost of postage + VAT will be charged to the promoter.
- **FEES:** the NCEM charges the customer a £1.50 administration fee per transaction for online and phone bookings.
- **PAYMENT:** For ticket sales, we are able to take payment by Access, Mastercard, Visa, Maestro, Delta, Cheque and cash. We do not process payments by American Express
- **REPORTS:** an update of ticket sales and takings can be set up and sent weekly to chosen e-mail addresses.

Please note:

- **CANCELLATION:** Should the event be cancelled, the NCEM will take 10% of gross ticket sales (of tickets sold by the NCEM) at the point of cancellation (minimum charge £50.00 + VAT).
- **PUBLICITY AND MARKETING:** NCEM will not market or promote your event. NCEM has limited display space but would be happy to display A5 or 1/3rd A4 leaflets whenever possible.

CUSTOMER DATA

- All customer personal data is stored on the SRO4 Box Office system. Access to the system is password protected and for the NCEM Box Office staff only. SRO4 is a cloud based system hosted by SeatGeek Enterprises.
- The NCEM will only contact the customers for your concerts in relation to their booking.
- As the Data Processor and ticket provider the NCEM will retain the data of the customers who have booked for your concerts for future ticket purchases. The NCEM will anonymise this data 7 years after the customer's last purchase.

POST CONCERT SETTLEMENT

The National Centre for Early Music will send final event sales within 10 working days of each concert. This will include:

- A breakdown of ticket sales
- The net amount owed will be paid by cheque within a further 10 working days

If you would like to use the NCEM box office service **please complete and return this form** to:
karen.burborough@ncem.co.uk

Please indicate which box office service you require:

- ADVANCE SALES (online, over the phone and over the counter at the NCEM)
 - DOOR SALES
-

CONCERT DETAILS

Name of promoter.....

Contact name

Contact number

Address (for settlement)
.....

E mail (concert contact)

E mail (sales reports)

Title of the event (as it should appear on the ticket)

Capacity (The NCEM has a maximum capacity of 180 although this may be less if you have a large number of performers. Please check if you are unsure.)

Allocation of tickets you would like the NCEM to sell?.....

Event Date (s).....

Event start time (s).....

Approximate running time.....

Will there be an interval?.....

Ticket prices (inc. details of any concessions)
.....
.....

Text for website listing
.....
.....
.....
.....
.....
.....
.....
.....
.....

Please also provide a jpeg image for the website

.....
Signed by promoter Date Print name

.....
Signed by promoter Date Print name