

Concert/Lecture Hire Pack



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VENUE INFORMATION

The National Centre for Early Music is based in the medieval grade one listed converted church of St Margaret's which stands in the heart of the city in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for celebrations. It also runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.

LOCATION

York is situated in the heart of Britain with excellent rail, road and airport links. The train journey takes just under 2 hours from Kings Cross, London, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.



The main NCEM entrance is on Percy's Lane off Navigation Road but there is also access from Walmgate through the church garden. The Walmgate entrance is open for events only and not during normal office hours.

AUDITORIUM

The NCEM is licensed to hold up to 200 people including performers, promoters and staff. The performance area is very flexible with power/AV points throughout.



The auditorium area including audience seating space, is approximately 12 metres x 20 metres. Performers can either work at the east end that enables approximately 100 to be seated theatre style or on the south side allowing an audience of 180 to be seated comfortably.

Flexible staging is available on request. There are 12 pieces each measuring 1m x 2m and two heights either 35cm or 75cm, a black skirt is available for 75cm height legs.

The auditorium is well soundproofed with excellent acoustics for music, drama and speech, due to a series of flexible acoustic 'baffles' which are easily opened/shut to give greater/lesser reverberation as needed. The NCEM is heated throughout and has bespoke lighting and recording facilities.

LIGHTING

The NCEM has dimmable house lighting in the auditorium along with pre-rigged and programmed stage lighting. Please ask for more information.

SOUND

The NCEM is designed primarily for acoustic performances but can happily accommodate amplified concerts. Please note that the venue PA system is only suitable for playing pre-recorded background music and for announcements using the wireless microphones. If you plan to bring your own equipment (this should be PAT tested) please let us know.

BACK STAGE FACILITIES

We have bathroom with shower, ironing board and iron, kitchen facilities, changing area and green room including comfortable seating area. We also have a private garden for artists to use.

FRONT OF HOUSE FACILITIES

Included in the venue hire are our front of house facilities and staff. These are as follows:

- Duty Manager – this is the venue key holder and responsible person who is also fire marshall and first aider.
- Trained stewards who will assist audience members and can sell merchandise and refreshments if required
- Cash bar to sell drinks before the concert and during the interval

The NCEM Box Office Service is also available for an additional cost – please see details below.

PRS

The NCEM 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** - 4.2% + VAT of box office takings, with a minimum charge of £15.00 + 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.

PARKING

There are 6 car parking spaces available for you to use in the venue car park, these include 2 disabled spaces, however this must include parking for your suppliers if required. The closest car park to the NCEM is Peel Street, which is approximately a 4-minute walk away. To find out more about parking go to <http://www.parkopedia.co.uk/>

ACCESS

The NCEM is completely flat-floored throughout making it an accessible building for wheelchair users with or without an accompanied helper. There is an entrance ramp from Percy's Lane and the Walmgate entrance is flat allowing access from both directions.

There is a state-of-the-art induction hearing loop to ensure good quality of sound; you do need to let us know before arrival if you require the use of our hearing loop during your visit as it is not always turned on. The NCEM can also recommend reputable BSL interpreters or palentypists if required.

There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on (01904) 413121 or Station Taxis on (01904) 623332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.

INCLUDED IN THE HIRE

Facilities Included in hire:

- Heating – under-floor heating in the church
- Staging – up to 4m wide and 3m deep
- Lighting – including stage lighting
- High speed WiFi throughout the building
- Excellent acoustics for music and speech
- Hearing Loop – please ask for more details
- WiFi
- Reception area
- Black Out Facilities in the Main Church
- Candelabras and candles
- Garden Space
- Front of House facilities (duty manager, stewards and cash bar)
- Music Stands

Available for additional charges*:

- Sound
 - PA system (please note that this can only be used for background music and for the venue's wireless microphones)
 - 1 hand held wireless microphone
 - 3 lapel microphones
- AV Equipment (including large screen, projector and laptop)
- Piano / Harpsichords / Chamber Organ
- Instrument tunings
- Box office service – advance sales and on the day service

**Please see hire rates on page 6*

HIRE CHARGES

VENUE HIRE

Monday – Friday	£350.00 + VAT from 4.00pm – 11.00pm
Saturday evening	£450.00 + VAT from 4.00pm – 11.00pm
Sunday evening	£500.00 + VAT from 4.00pm – 11.00pm
Box Office on the night	£25.00 + VAT (see Box Office notes for full charges)
Box Office advance sales	10% + VAT of gross ticket sales (minimum charge £50.00 + VAT)
PRS	charges applicable to all music performances (see conditions of hire below for details)
Piano*	£100.00 + VAT
Harpsichord*	£100.00 + VAT
Chamber Organ*	£100.00 + VAT
PA system and microphones	£35.00 + VAT
AV Equipment	£100.00 + VAT

**Instrument tuning information available on request*