



The Cathedral provides a magnificent setting for over 50 musical events a year, from concerts featuring national artists and orchestras, to performances by local musicians and choirs. This short guide gives you all the information you need about holding your concert here.

Apart from the daily offering of worship, the Cathedral provides a magnificent setting for the works of great composers past and present. The Chapter of Winchester is, therefore, pleased to allow the Cathedral to be used for the staging of concerts, recitals and other events.

While we cannot offer all the facilities of a modern concert hall, the Cathedral's unique atmosphere attracts musicians from around the globe, thus making it a popular venue for a wide range of musical events.

This booklet has been developed to assist you in the planning of your concert in the Cathedral.

### **Key contacts**

Your main contact for concert planning will be **Bruce Winton, Head of Operations (01962 857208)**. Others involved in the planning process and ticket sales are **Daren Gibb, Head Virger (01962 857266)**; and **Michelle Webb, Visitor Services Team Leader (01962 857257)**.

Promoters should nominate a concert coordinator who, ideally, should be a non-performer. The concert coordinator should have full authority to act on behalf of the promoter and should be readily contactable to deal with any queries regarding the concert.

### **Initial planning**

The procedure for booking a concert in the Cathedral is outlined in the brochure Concert Planning Information.

Following acceptance of your booking, you will receive this and a concert booking form which should be completed and returned to the Head of Operations together with a non-refundable deposit of £100 which will be deducted from the final invoice for the concert.

This deposit will be retained by the Cathedral to offset administration charges should the concert booking be cancelled.

### **Planning meeting**

Once a booking has been accepted, the concert coordinator should contact head of operations or visitor team leader to arrange a planning meeting for the event. Ideally, this meeting should take place a minimum of 4 months before the concert to allow at least a 3-month period for ticket sales.

The planning meeting will be chaired by the Head of Operations and attended by the Head Virger and Visitor Services Team Leader.

At this meeting, the Head of Operations will outline the facilities available within the Cathedral, the arrangements for setting up the performance area, and rehearsal times. A concert instruction will be developed and will include a costing based upon the facilities required for the event. This Concert Instruction will be forwarded to the concert coordinator together with a contract for signature.

The Cathedral acknowledges that changes to the agreed layout are often necessary as ticket sales may be more or less than envisaged. We can, therefore, adjust the seating plan and layout as necessary to meet such changes up until 7 days before the performance.

We will not, however, add any seats in front of the first row of the seating plan or change any prices once ticket sales have started. Any changes to the seating plan will be included in a revised costing.

While we aim to be flexible in meeting clients' changed requirements, we emphasize that all changes must be agreed beforehand with the Head of Operations who will coordinate them with the Box Office Supervisor.

### **Additional facilities**

There are no storage facilities in the Cathedral. Subject to availability, however, the Cathedral can offer the hire of the Priors hall as a changing area for the orchestra and choir (max 100) together with an attendant to supervise the performers' belongings. The Priors hall also has ladies and gentlemen's toilet facilities. There is a standard charge of £25 per hour for the Priors hall, which can be booked from 12.00 pm to 10.00 pm on the day of the concert. Booking of this facility must be done at the planning meeting, and a deposit of £50 must be sent with the booking form. This deposit will be refunded provided that the Priors hall is left in the same state of cleanliness as on the date of arrival. We cannot guarantee this facility will be available and we cannot offer an alternative.

### **Rehearsals**

A rehearsal is included in the facility fee and is normally held from 2.00 pm to 5.00 pm on the day of the performance. Additional rehearsals are possible subject to Cathedral availability and an additional fee. Requests for additional rehearsals should be made at the planning meeting. The Cathedral will remain open to visitors during rehearsals.

### **Seating plans**

A basic seating plan of the Cathedral is available.

**The Nave** - 544 fixed wooden seats are included in the Nave facility fee. Seating can be the whole or a subset of the seating shown on the plan. Up to 368 metal framed chairs can be added to the centre Nave, dependent upon the size of the performance area, and a further 255 metal framed chairs can be set out in blocks of 30 in the North Nave Aisle. The maximum seating capacity of the Nave is, therefore, 1167

The **Quire** area behind the Nave altar can be used for smaller concerts with audiences up to 300 people, or in conjunction with the Nave for large concerts.

The **North Transept** accommodates up to 100 people and is normally used for small concerts such as lunchtime recitals.

Seating plans for concerts can be developed as necessary to meet the organisers' requirements, but the size of orchestra and choir will influence the number of prime seats that can be sold. It is, therefore, imperative that concert promoters contact the Head of Operations to discuss the layout as soon as a booking has been agreed and, certainly, before any tickets are sold.



### **Ticket pricing and sales**

Concert coordinators should have prepared a business plan with ticket prices for their concerts before attending the planning meeting. The Head of Operations will, however, be happy to advise on ticket prices and price bands, but the Cathedral accepts no responsibility for ticket sales.

The Cathedral Box Office is the sole ticketing agency for concerts or other ticketed events held in the Cathedral, Visitors' Centre or other Chapter properties. The Box Office can also undertake ticketing for other concert venues.

Opening hours: 10.00 am – 4.30 pm Monday to Friday; 11.00 am – 3.00 pm, Saturday, 4.30 on concert days. No Sunday or Bank Holidays opening. Seasonal variations may apply to these times. Internet sales 24 hours per day/ 365 days a year. Tickets for concerts held in the Cathedral are sold at the Cathedral Entrance Desk from doors open until 15 minutes after the start of the performance

Outside of opening hours, or when the line is engaged, there is a telephone answering service which also gives details of how to book online. All messages will be answered as soon as the line has cleared or the next working day if the Box Office was closed at the time of the call

Box Office Terms and Conditions are enclosed with this brochure.

### **Staging and equipment**

Concert staging, where booked, will normally be assembled 2 - 3 days before the concert.

Prior agreement must be sought with the Clerk of Works, through the Head Virger, and well before the event, for the use of any special electrical equipment, lighting, etc.

No material or equipment may be fixed to any part of the Cathedral fabric without prior approval from the Clerk of Works or, in his absence, his deputy.

### **Health and safety**

A copy of the Cathedral's Health and Safety policy is held in the Virgers' Vestry. It is a condition of booking that concert promoters, their musicians, employees and contractors comply with this policy while in the Cathedral.

All electrical equipment which will be used for and during a concert must have a current test certificate proving that it is electrically safe. This certificate is required at least 2 weeks before the date of the concert and must be signed by an approved person. Failure to produce an electrical safety certificate will prohibit the use of the particular item of electrical equipment in the Cathedral.

### **Bell ringing**

Concert promoters should be aware that the Cathedral bell ringers practice every Wednesday from 7.00 pm - 9.00 pm and that the bells might be heard inside the Cathedral should you intend to have a rehearsal on a Wednesday evening.

**Music stands**

Concert promoters are expected to provide their own music stands.

**Seat numbering**

The wooden pew seats in the Nave have fixed row and seat numbers. Additional seats in the Nave are numbered as per the agreed seating plan. Blocks in the North Nave Aisle are identified by a block letter and do not have seat numbers. All seats in the Nave are numbered.

**Publicity**

Publicity is the responsibility of the concert promoter or agent. Details of all concerts using the Cathedral Box Office for ticketing, together with prices and seating plans, will, however, be displayed on the Cathedral website and online booking pages, and will also be published in our Events Programme. Concert organisers may also utilise one of the A1 boards on the Outer Close to advertise a concert in the Cathedral but are responsible for purchasing the relevant poster through the Cathedral Marketing Officer who can also advise on marketing and publicity of the event.

**Performing rights license**

The Cathedral is required by the Performing Rights Society to give programme and ticket details for each concert held in the Cathedral to allow the society to determine whether a charge should be made for the performance. The information required is given in the Concert Instruction for the event. Any charge levied will be passed on to the Concert Coordinator.

**Insurance cover**

The Cathedral accepts no liability for damage to property for which the promoter is responsible. The promoter is responsible for:

- Making good any damage to the building, caused by him or his agents in preparing for the concert, during the performance, or during dismantling and removal of equipment from the Cathedral.
- Effecting his own insurance to cover, inter alia, public liability (third party), including 'indemnity to principals' and 'damage to rented premises' clauses, and the theft, loss or damage to his own property.

**Recording**

Recordings of concerts in the Cathedral are permitted for an additional fee, but must be discussed and agreed in advance with the Special Projects Manager. The concert promoter is responsible for complying with copyright requirements. Any equipment which is to be used for the recording must comply with the Cathedral's safety requirements, and the time of setting up such equipment must be identified in the Cathedral's concert instruction for the event.

**Parking**

The Cathedral has limited parking facilities, and only 3 parking permits for the day of a concert will be issued to the concert promoter. There are a number of public car parks within close proximity to the

Cathedral. The Head Virger will be pleased to discuss special arrangements for the delivery and unloading of heavy instruments and/or equipment.

### **Facilities for the disabled**

Wheelchair access to the Cathedral is by ramp leading to the visitors' entrance to the left of the West Door. Please contact a steward on duty at the concert if assistance is required. Concert promoters envisaging groups of disabled people to attend a concert should contact the Head Virger who will arrange for the 'Barbate' to be opened to allow vehicles to offload their disabled passengers at the front of the Cathedral.

### **Smoking and consumption of food**

The Cathedral is a NO SMOKING area, and concert promoters are required to ensure that this policy is observed. Similarly, food and drink must not be consumed in the Cathedral.

### **Stewards and programme sellers**

Two teams of volunteers undertake stewarding and programme selling duties for concerts in the Cathedral at no charge to the concert promoter. Stewards have three main duties:

- To check tickets at the doors,
- To show the audience to their seats
- To evacuate the Cathedral in the case of emergency as they have been specially trained to do this function

### **Sales table**

Concert promoters may sell CDs, tapes, souvenirs, etc from a table at the West End, which the Cathedral will provide. Tables and Display Boards at the West End must not block the Great West Doors or cause an obstruction to the audience as they arrive.

### **Information display**

Concert promoters may display, at the West End of the Cathedral, information regarding the organisation promoting the concert or charity for which funds are being raised. This information may be positioned from 6.00 pm on the day of the concert. The Cathedral can provide a table, but the promoter must provide any display boards.

### **Re-ordering of the Cathedral**

The Cathedral has to be returned to order immediately after a concert to cater for services which start early the following day. The virgers on duty will undertake the job of rearranging Cathedral equipment, and the stewards will tidy the seating areas, but concert promoters must ensure that sufficient people are available from their own resources to dismantle and remove equipment owned or contracted by the promoter.

Please note: It is imperative that the Cathedral is cleared of concert equipment by 11.15 pm. Failure to do so will incur a charge of £50 per half hour beyond 11.15 pm.

### **Invoices and accounting**

Invoices, ticket sales summaries and a cheque for Box Office receipts less commission, credit card charges



and facility fees will be sent to you within 15 days of the concert. Where money is owed to the Cathedral, cheques should be made payable to 'The Chapter of Winchester' and forwarded to the Accounts Department, The Cathedral Office, 1 The Close, Winchester, SO23 9LS to whom any queries on the invoice should be directed. No interim payments from ticket sales will be transferred to the concert coordinator during the sales period.