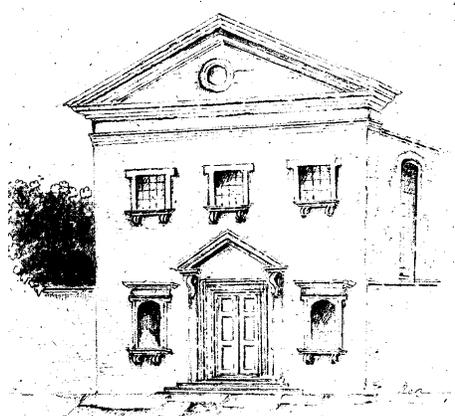




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THE HOLYWELL MUSIC ROOM

**BOOKING INFORMATION,
NOTES FOR HIRER &
CONDITIONS OF HIRE**

NOTES FOR HIRERS

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

Please read this booklet thoroughly.

1. **The Hirer must collect keys for the Holywell Music Room from Wadham College Lodge, just before the time of their stated arrival. When collecting the keys the Hirer will need to name their allocated stewards. Wadham is located on Parks Road, 300 yards round the corner from the Holywell.**

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
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The keys must be returned immediately after use, making sure that all rooms in the Holywell are locked prior to departure.

2. **The Mandatory Steward:** as part of your hire rate a professional steward will be present 15 minutes before the start time of your event, and for the duration of your event until all members of the public have left the building. The responsibilities of the steward are for first aid, restraining and giving the Health and Safety announcement at the beginning of the event. The steward is not present to help with ticket sales, box office duties or any other tasks that the hirer requires.
3. **The Room:** The plan on page 7 of this booklet shows the layout of the room and also the location of the fire alarms and extinguishers. The fire regulations are displayed on the premises. The Hirers' 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).
4. **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 Box Office door; 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.
5. **Heating:** The heating for the hall is set on a timer throughout the winter months – DURING NOVEMBER, DECEMBER, JANUARY, FEBRUARY & MARCH **YOU DO NOT NEED TO TURN THE HEATING SWITCH ON.** At all other times, if heating is required in the hall itself, it can be switched on by the Hirer using the single switch in a wall cupboard in the front corridor (see plan). In cold weather, the Room may need a few hours to warm through. Please remember to switch the heating off otherwise an additional charge will be made. 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, Box Office, Toilets and part of the corridor is operated on a pump system and controlled by Wadham College. The radiators in these areas can be manually controlled by

thermostatic valves, which will be set on low on arrival. If changing the thermostat, remember to reinstate position before leaving. The heating in these areas operates from 08:00hrs until 23:00hrs daily.

6. **Seating:** As indicated by the plan, there are rows of fixed seating in the Hall. **Please note that the capacity of the Room is 196 people, including performers.** The two rows in the front fixed seating area are suitable for a maximum of 4 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.
7. **Use of Instruments:** The Faculty of Music owns the 2008 Steinway Model 'C' Grand Piano and the two-manual Messina & Douglas 1981 Dulcken copy Harpsichord. Anyone wishing to use either of these instruments must book them at the same time as they book the Room, using the booking form. By default, tuning is arranged when booking the piano. During vacations Wadham College will book the instruments through the Faculty of Music. ***Under no circumstances must the piano be moved from the stage. 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 or the Faculty of Music. Amplifiers are not allowed. 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. Under no circumstances are Hirers permitted to bring their own piano.
8. **Fire and Safety Precautions:** The Hirer and Stewards must 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 must remain unbolted whilst closed during the performance. In the event of a fire or accident, the first priority must be to evacuate the building as quickly as possible. Two battery-operated torches are available in the box 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.
9. **Accidents/Damage:** There is a telephone in the Green Room and also in the main corridor (see plan). The telephone may be used 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. 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 must be taken. This must be pointed out to guests by the Stewards. The College Lodge is staffed by First Aid 'Appointed Persons' only, and therefore, it is recommended that Hirers provide a fully qualified First Aider for their event..
10. **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 Booking Office and the key to the safe is on the same ring as the key to the Music Room itself. The Hirer is advised to use this safe for valuables. Any lost property is to be handed to the Porter in the Wadham College Lodge. Doors onto Holywell Street cannot be locked as they are a fire exit. However, when inside the auditorium be aware that someone could enter the building, and property, such as coats and items in the box office, are at risk of theft. It is recommended that one of your stewards remains in the box office throughout the performance.
11. **Insurance:** Wadham College and the Faculty of Music 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. It is, therefore, recommended that

the Hirers obtain their own insurance and advise musicians/performers to have their own insurance to cover such risks.

12.Publicity: The Hirer 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. Under NO circumstances should anything be taped, pinned or tacked to the walls inside or outside the Holywell.** Any leaflets advertising events taking place outside the room will be discarded. All relevant posters must be removed immediately after the event by the Hirer.

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

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 196 *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.

15.Conditions of Hire: It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' are observed.

THE PERFORMING RIGHT SOCIETY

The Faculty of Music are obliged to make returns to the Performing Right Society (PRS). In booking the Holywell Music Room, the Hirer undertakes a commitment to pay the PRS charges for their event:



- | | |
|---------------------------|---|
| - Free events | £7.54* |
| - Ticket sales under £254 | £7.62* |
| - Ticket sales over £254 | 3% of box office receipts (net of VAT)* |

*charges subject to change by the Performing Rights Society at any time

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)**

Invoices for PRS charges will be sent after the date of hire – payment can be taken by card or cheque (payable to ‘University of Oxford’).

Failure to provide this information and subsequently pay the invoice will prejudice any further use of the Holywell Music Room.

PAYMENT

If payment is not included with the booking form, an invoice will be sent at least 3 weeks prior to the booking and **FULL PAYMENT must be received within 30 days of the date of the invoice**. Cheques are to be made payable to ‘University of Oxford’ and sent to the University address on the invoice.

- please note that the invoice for PRS charges will be sent after the date of hire

CANCELLATION

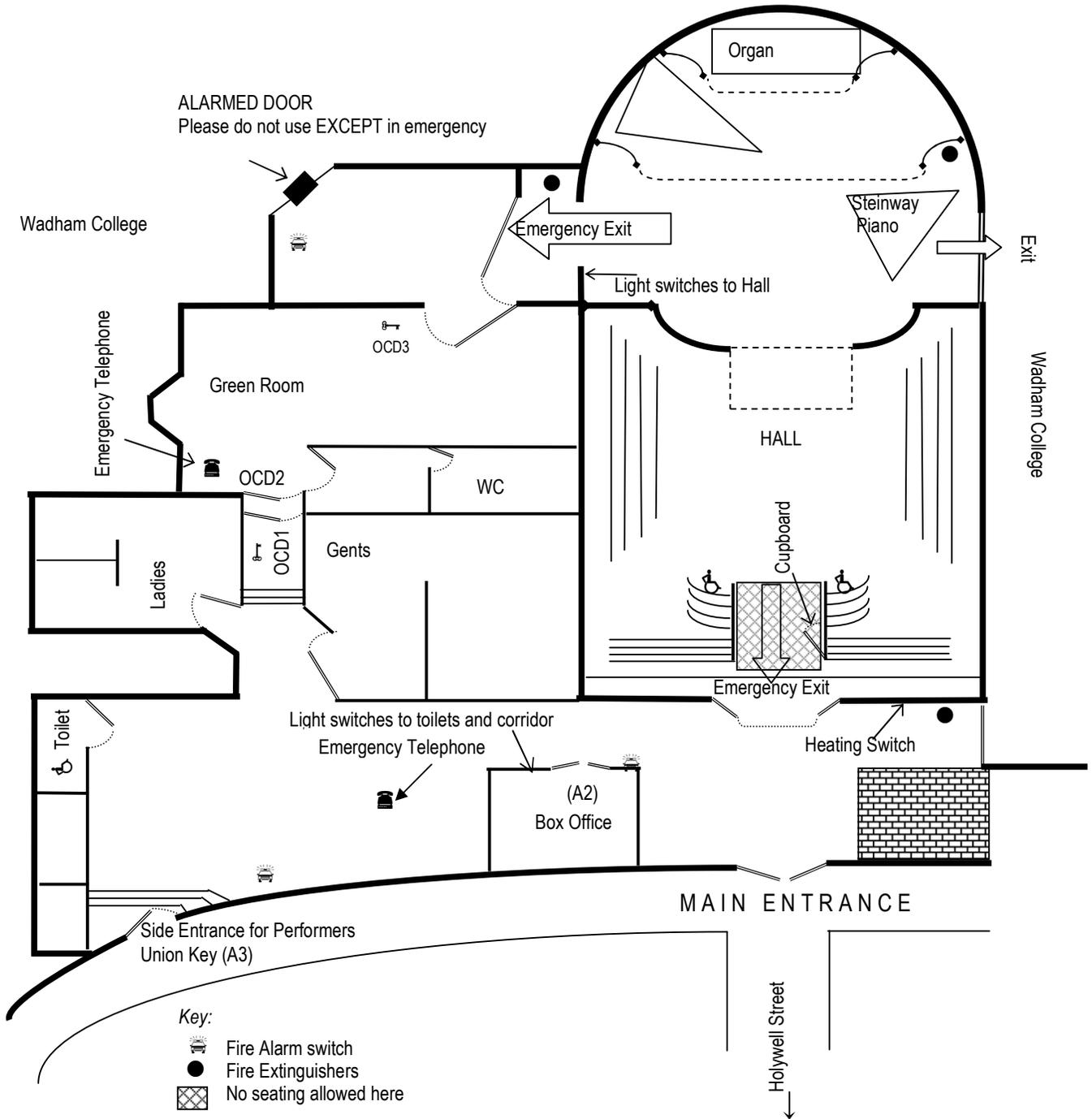
In the event of a booking cancellation of six weeks or less before the scheduled date of hire, the full hire fee for the Music Room will be due. The fee will include the cost of tuning the piano if this has been carried out prior to the notice of cancellation.

“ Cancellations must be confirmed by writing or email ”

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. Events such as semi-staged operas may be considered, but the details and logistics of the event must be discussed with the Conference and Events Manager or the Faculty of Music Events Officer 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 11:00hrs nor end after 23:00hrs.
2. In the event of the **Hirer** not being present at the time of the rehearsal or performance, a **Supervisor** must be nominated **on the Booking Form**. The **Supervisor** must be a responsible person over 18 years of age.
3. The **Hirer** 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 100-196 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. The Hirer and Stewards must be familiar with the Fire Regulations and layout of the premises, the position and use of fire appliances. Before the commencement of a performance the Stewards **MUST** make an announcement to indicate the location of the Fire Exits, inform the audience not to leave bags or belongings unattended and that mobile phones are switched off. The main double doors to Holywell Street must remain unbolted whilst closed during the performance. The Stewards will be responsible for evacuating the building in the event of an 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 is to be available.
5. The **Hirer/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 prohibited on the premises;
 - d. the number of persons admitted does not exceed **196 (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 ALLOWED IN THE PASSAGEWAY LEADING INTO THE ROOM.**
 - f. good order and proper behaviour are maintained by all persons both on the premises and when entering or leaving the premises;
 - g. all incidents, e.g. FIRE, ACCIDENTS, THEFT, BREAKAGES are reported to the Duty Porter in the Wadham College Lodge;
 - h. all defects or repair requirements are reported to the Duty Porter in the Wadham College Lodge;
 - i. all litter, including discarded programmes and posters, is removed from the premises at the end of the event;
 - j. all heating and lighting is switched off and plugs, where applicable, disconnected at the end of the event. There is a minimum charge of £25 for heating or lighting left on overnight.
8. Wadham College and the Faculty of Music cannot be held responsible for any loss or damage of goods and possessions brought on to the premises by any person, nor for any injury suffered by any person.

PLAN OF THE HOLYWELL MUSIC ROOM



The Holywell Music Room is managed:

During the Vacation by

The Conference & Events Assistant
Wadham College, Oxford, OX1 3PN
Tel: 01865 277558
E-mail: conference@wadh.ox.ac.uk

During University Terms by

The Faculty of Music
St Aldate's, Oxford, OX1 1DB
01865 276133
E-mail: events@music.ox.ac.uk

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.