

How to Hire the Holywell Music Room



The Holywell Music Room is the oldest custom built concert hall in Europe, opening 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. It is now a delightful chamber music venue that is used by performance students at the University and external hirers.

Hire Periods

You can book the Holywell Music Room through the Faculty of Music between the following dates:

2019-20

Michaelmas Term 2019	0th week - 9th week	06/10/19 - 14/12/19
Hilary Term 2020	0th week - 9th week	12/01/20 - 21/03/20
Trinity Term 2020	0th week - 9th week	19/04/20 - 27/06/20

2020-21

Michaelmas Term 2020	0th week - 9th week	04/10/20 - 12/12/20
Hilary Term 2021	0th week - 9th week	10/01/21 - 20/03/21
Trinity Term 2021	0th week - 9th week	18/04/20 - 25/06/21

The exception is 7th and 8th week of Trinity Term when the Holywell Music Room is used for performance exams. [Please check the dates below ahead of your booking](#)

2020 07/06/2020 - 20/06/2020

2021 06/06/2021 - 19/06/2021

Please note charges during period of 2020-21 are subject to change

To book events outside of the above dates, please contact Wadham College Conference Office on 01865 277558 / events@wadh.ox.ac.uk

Hire Process

Telephone or email the Events Office at the Faculty of Music to check availability and provisionally book the Holywell Music Room (01865 276125 /holywell@music.ox.ac.uk). You will receive a Booking Form, Conditions of Hire Booklet, Risk Assessment and Fire Assessment. Please familiarise yourself with these documents.

To secure your booking, you must complete, sign and return the booking form within three weeks. If the person taking charge of the event is different from the hirer, their name must be shown on the form as the Person Responsible at the event.

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Please note, for bookings more than six months in advance, Wadham College or the Faculty of Music will not be responsible in the event of cancellation due to any emergency works. Notice will be given wherever possible.

Hire Charges with VAT Breakdown

Day	Time	Total Charge	Room Hire	Steward Charge	PRS Charge
Monday to Saturday	11am – 2pm	£200	£128	£40+VAT	£20+VAT
	2pm – 11 pm	£400	£328	£40+VAT	£20+VAT
Sunday	11am – 1:30pm	£250	£178	£40+VAT	£20+VAT
	1:30pm – 5:30pm	£250	£178	£40+VAT	£20+VAT
	5:30pm – 11pm	£250	£178	£40+VAT	£20+VAT

If you would like more information about hiring the venue for a whole day, please contact events@music.ox.ac.uk.

Instrument Hire

Piano *includes tuning* **£192 (£160+VAT)**
(Steinway Model 'C' Grand, 2008)

Hirers cannot bring their own piano.

Harpsichord *does not include tuning* **£90 (£75+VAT)**
(Two manual Messina & Douglas Dulcken copy, 1981)

Tuning must be organised by the hirer through Simon Neal (sneal@btinternet.com; 07860 796602). Hirers cannot bring their own harpsichord.

The Performing Right Society

The Faculty of Music is obliged to make returns to the Performing Right Society (PRS). In booking the Holywell Music Room, the hirer undertakes a commitment to provide, as soon as possible, and no later than two weeks after the event concerned:

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

PRS charges are incorporated into the room hire fees.