



USING THE CHAPEL FOR CONCERTS

INFORMATION FOR USERS

The Chapel is primarily a place of worship used daily by the members of College and also a place of pilgrimage for our many visitors; we ask that you respect this whilst using the building.

We hope that the information in this guide will help you to organise your event successfully and also help us to safeguard the building for future users.

USING THE CHAPEL FOR CONCERTS

The Chapel is normally available for concerts outside of term-time only, unless you are a member of College. In all cases, priority will be given to services and to events organized by Trinity members.

In the first instance you should contact the Chapel Secretary, Anthea Smith, for an initial discussion of possible dates. You will then be asked to fill in an application form with all the details of your concert, which will then go forward for approval. It is recommended that you apply well in advance of your event.

You will be informed as soon as possible whether or not the booking has been accepted, and notified of any fees that will be charged. *No booking exists until our written confirmation is received.* If you wish to change *any* of the particulars of your booking after this, we cannot guarantee to be able to accommodate your wishes. We reserve the right to cancel your booking at any time, should circumstances in College require this, although we will aim to find an alternative date or venue for you.

If you have any questions during the application procedure, please contact the Chapel and Music Office:

Anthea Smith
Chapel Secretary
chapel.secretary@trin.cam.ac.uk
01223 338476

HIRE FEES

Our current Hire Charges (excluding VAT) for non-members of College are:

	Normal	Concession*
Full Concert	£500	£250
Smaller Recital	£200	£100

The fee includes **one 4-hour rehearsal**, usually on the day, and the use of a Green Room during the concert. An additional 3-hour rehearsal (where possible) prior to the concert will be charged at 50% of the Hire Charge. If requested on the booking form, you may use the **College choir risers and chairs**; no additional charge is made for these.

** The concessionary rate is generally available to University organisations and may be offered to others at the discretion of the Head of the Chapel and Music Office.*

Also included in this fee is use of the Chapel's **keyboard instruments**. All the instruments are kept tuned to A440 equal temperament (though harpsichord and chamber organ can be transposed to A415). If you wish to have any of the instruments tuned especially for your concert, or the temperament changed, this must be carried out by our designated tuner; you should indicate this on the application form. Any **tuning fees** (including a visit post-concert to restore the instrument to its usual tuning) will be charged directly to your organisation.

PUBLICITY

Any publicity *must* carry the wording:

‘By kind permission of the Master and Fellows of Trinity College’.

Two A4 copies of your **publicity material** should be sent to the Chapel Secretary as soon as it is available. Details will be displayed on our website and a poster will be displayed on the Great Gate notice board 48 hours prior to the concert. It is not permitted to put up publicity material in the Chapel itself, and posters must not be affixed to any walls or doors.

Tickets may be sold in advance through external box offices, or immediately before the performance in the Ante-Chapel. We are not able to offer any box-office services in College. You may sell CDs in the Ante-Chapel.

Prior permission needs to be sought if you wish to **record** the performance (audio or video).

PERFORMING RIGHTS

In order to comply with the requirements of the Performing Rights Society, you should complete the form supplied and return it as instructed **within 14 days** after your event.

STEWARDS AND FIRE ATTENDANTS

In order to comply with fire safety regulations, the **maximum number of people** (*including* performers and stewards) permitted at public events in the main body of the Chapel is limited to 400, including up to four in wheelchairs. In addition 125 people are permitted in the Ante-Chapel. In all cases, organisers must follow the seating layout shown on the plan (see page 7).

A **Security Custodian** must be nominated on the application form. No booking will be confirmed without this information.

In addition to the Custodian, you must appoint a minimum of **three able-bodied stewards**. They should arrive an hour before the event starts and also assist with closing-down procedures after the concert. The Custodian and stewards *must not* be performers or active participants in the event. Please ensure that each steward has a copy of this booklet (available as a pdf document for download from www.trinitycollegechapel.com/events/hiring-trinity-college-chapel/); laminated copies of the seating plan are also available from the Porters' Lodge.

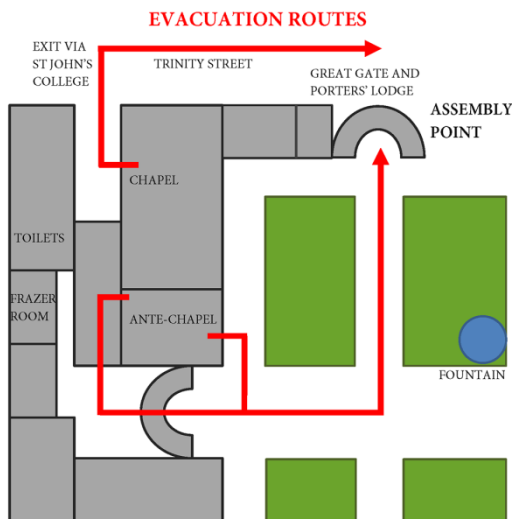
Please ensure that you contact the **Head or Deputy Head Porter** at Great Gate Porters' Lodge in the week before the event to discuss stewarding arrangements. All stewards will be briefed by the Duty Porter about an hour before the start of the concert. The event will then be patrolled every 20 minutes and in case of an emergency a Senior Porter will always be available at the Great Gate Porters' Lodge.

The Custodian and stewards are required to ensure that **College property** is respected and safeguarded at all times and that the fabric and contents of the Chapel are left clean, undamaged and tidy when the building is vacated. Any litter or equipment must be removed, and all the Chapel furniture and College instruments must be restored to their proper position.

The Custodian is to ensure that the maximum numbers allowed in the building are adhered to. The **seating plan** allows for 26 performers on the platform. If you have more than this, you *must* reduce the number of black chairs available for the audience so that the maximum number in the main body of the Chapel is 400. Any chairs used for those accompanying wheelchair users should be taken from the back rows on the seating plan.

Immediately **prior to the start of a concert**, the Custodian should attract the full attention of the performers and audience and indicate clearly to them the fire exits and the procedure in the event of an emergency. Stewards should be seated in the positions shown on the plan.

In the event of an **emergency**, the Senior Porter at Great Gate should be informed immediately; stewards should ensure that the Chapel is evacuated quickly and calmly using all the fire exits. If there are wheelchair users without helpers, a steward must be nominated in advance to escort them out of the building. The **assembly point** is at Great Gate, unless otherwise directed by the Duty Porter.



PERMITTED SEATING LAYOUT IN CHAPEL

(PLAN NOT TO SCALE)

ALL AISLES AND FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES

- S stewards/fire attendants
- seats in stalls (230) including 2 stewards
- chairs (142) which must be interlocked
- position of wheelchair users (if present) with a chair for a helper if required

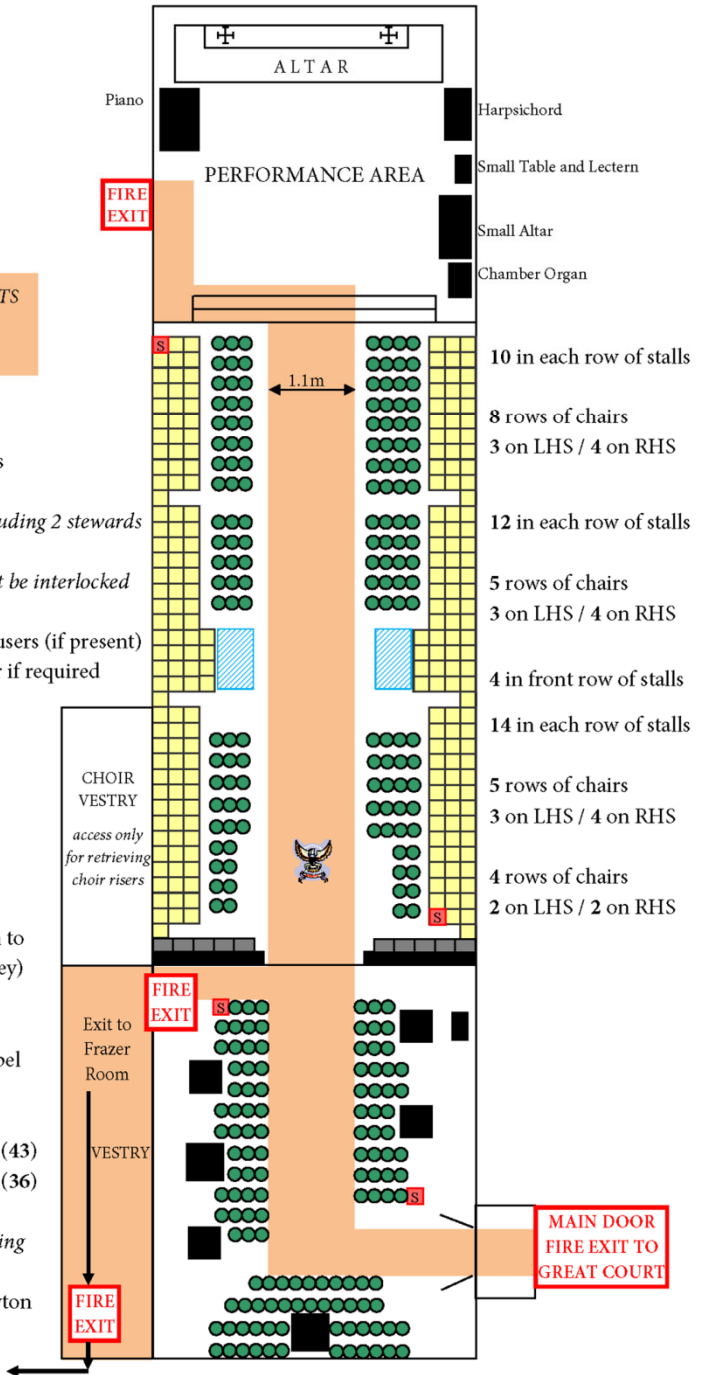
The Eagle Lectern IS NOT to be moved

The row of stalls backing on to the organ screen (shaded grey) should be left unoccupied

125 chairs in Ante-Chapel including 2 stewards

LHS 12 rows as shown (43)
 RHS 10 rows as shown (36)
 NB front row of chairs should be at edge of grating

46 chairs at rear by Newton



USE OF CHAPEL FURNITURE AND INSTRUMENTS

Chairs, if used, must be fetched by the Hirer from the chair stores using the trolleys provided. 100 chairs are available from the store under the Clock Tower; additional chairs can be found in the store beneath the Frazer Room. Keys may be obtained from the Porters' Lodge. Chairs are to be placed according to the layout shown on the plan; copies of this plan will be included with your booking confirmation. All audience chairs must be interlocked. At the end of the concert all chairs must be returned to the stores in stacks of 10.

It is the Hirer's responsibility to clear all chairs, instruments etc. from the Chapel if a service takes place between rehearsal and concert. Any furniture moved in the Chapel or Ante-Chapel must be replaced immediately after the performance.

If you plan to bring any **electrical equipment** into the Chapel you must provide evidence of an up-to-date PAT certificate in advance of the event.

The use of candles or live flames for concerts is not permitted.

Only the organist and those assisting him/her are permitted in the **organ loft**. No audience members are allowed in the organ loft, and the door must be kept locked when the loft is left unattended.

There should always be two people when moving the **piano**. Please ensure the brakes on the castors are off before attempting the move the instrument and remember to put them back on again when it is in position. Be careful not to push too hard or the instrument will roll away from you.

Care must be taken when moving the **harpsichord**: at least two people are required. Please note that the stand is separate from the instrument.

If the **chamber organ** is required on the platform, please move the instrument gently using the ramp provided. Please ensure you do not trap the electrical cable in the wheels.

GREEN ROOM

For rehearsals, only the Chapel itself will be made available. For concerts and other events requiring a Green Room, the **Frazer Room** (up the stairs behind the Chapel) will be available for performers from the end of the booked rehearsal period. A key for this room is available from the Porters' Lodge. The Frazer Room must be kept locked when unoccupied to ensure the security of instruments and personal belongings. Please note that the Chapel is open to the public during the day, so all **valuables must be kept with you**. Performers are requested not to enter the Choir Vestry or the adjacent music practice rooms. There are **toilets** in the Frazer Room and in the Music Block behind the Chapel. **Food and drink** are not permitted in the Frazer Room or in the Chapel.

INTERVAL REFRESHMENTS

Refreshments *may not be sold* in the building. If you wish to serve **interval drinks** in the Ante-Chapel, you must submit a Licence Agreement Form (available from the Chapel Secretary) to the College Licensee in advance of the event. Two trestle tables are available in the Vestry for serving drinks from in the Ante-Chapel. Everything must be cleaned and tidied away after the concert and the tables returned to the Vestry.

TOILETS

Toilets, including disabled facilities, for use by performers and audience can be found behind the Chapel. Stewards should generally direct people round the outside of the building and not through the Vestries. However, for those unable to manage steps, a steward may escort them via the fire exit in the Vestry. There are additional toilets for performers located in the Frazer Room.

PARKING

There is **no parking available in College**. Heavy instruments may be unloaded at Great Gate or in New Court by prior arrangement with the Head Porter. Please remember there is no vehicular access to Great Gate on Trinity Street between 10.00 am and 4.00 pm, Monday to Saturday.