

New College Chapel
Concert Guidelines for College Members, Lay Clerks, & New College School
Regular Events in Chapel & Contact Details
Agreement to Conditions of Use

I. PRELIMINARIES

CONDITIONS OF USE

The chapel is available for concerts organized by college members, the lay clerks in the choir, and the school. There is no charge for its use by college members, but the concert organizers must agree to follow these guidelines by signing the Agreement to Conditions of Use.

CHARGES

Lay clerks and New College School are asked to cover the cost of the verger during the concert (though not during rehearsal times). The hourly rate is £18.42 per hour, in addition to a contractual administration charge equal to 1 hour 15 minutes.

BOOKING & AGREEMENT

1. Contact the Chapel Administrator

All requests are checked against the chapel diary for availability.

2. Chapel Committee approval.

All details of the proposed event, including start and end times, programme, rehearsal times, and the names and contact details of the organizers are submitted for approval.

3. Confirmation and Agreement

Once agreed, the event is confirmed in the chapel diary. If changes are necessary, please contact the Chapel Administrator as soon as possible to discuss them.

4. Conditions of Use

The people responsible for the concert (usually the conductor, or the college member in charge) sign the **Agreement to Conditions of Use**.

5. Production and set up.

All production details should be discussed in advance with the Chapel Administrator. Please consult the sections on 'Set up' and 'Capacity' when planning your event, to avoid any infringements of the Fire and Safety Regulations. **Organizers of school events, opera and play producers should arrange a meeting with the Chapel Administrator *in chapel* to discuss set up.**

VERGER

The chapel verger, Jamie Bell, or his deputies, is required by the college to be present at all events organized by lay clerks and New College School, and for student productions other than standard concerts, which have more significant impact on the chapel. Please respect his role: he has final authority on all health and safety regulations, and is responsible for the protection of the chapel and its contents.

II. GUIDELINES

ACCESS TO THE CHAPEL

Access to the antechapel is via the main antechapel entrance. The keys are kept by the Porters, and include: the key to the main entrance, the key to the vestry (linking the main chapel and the vestries) and the key to the Song Room. The college member or organizer signs for these keys and is responsible for overseeing the rehearsal or concert, locking the chapel and Song Room after rehearsals, and for returning the keys to the Lodge.

REHEARSALS

Please remember to respect chapel service times (see MEMO below); and avoid arriving before the agreed rehearsal start time (8.00 pm), which can cause disturbance to the services.

ORGAN

Use of the organ must be agreed in advance with the Organist, Professor Higginbottom, or the Assistant Organist, Steven Grahl. Organists are required to read the Instructions for the Use of the Chapel Organ (sent to all users by the Chapel Administrator once permission has been granted). Access to the loft is via the Song Room.

HARPSICHORD

This is located in the antechapel, and its use must also be agreed with the Organist and the Dean in advance - in writing or by email. Tuning should be organized *only* through Andrea Goble (01865 761685). Lay clerks and NCS are responsible for the tuning costs, and for any re-tuning necessary after the concert.

PIANO

The grand piano in the antechapel is available for performers. Please treat it with care. It should not be moved from its current position, unless agreed in advance with the Organist. In this case the piano must be LIFTED (by a group of no less than ten people) and not pushed across the stone work. The piano is tuned regularly at the beginning of each term, but in exceptional circumstances additional tuning can be arranged via the Chapel Administrator.

Very occasionally the piano may be moved into the chapel, after prior agreement with the Organist and Chapel Administrator. The organizers must book the yards (via Sue Fisher) *well in advance* and remember to get the piano moved back **BEFORE THE NEXT CHAPEL SERVICE**.

SEATING CAPACITY

Antechapel

200 (to include performers) – for performances in the antechapel **ONLY**

100 – for performances in chapel with additional seating in the antechapel.

Chapel

250 audience: 100 in organ side of the choir; 150 in altar side of the choir

Performers: 70 (Sanctuary area); **OR** 40 (choir stalls)

PERFORMANCE AREAS (see plan)

Antechapel

When planning the set-up, please make sure that access is always clear to the following:

- ◆ fire exits - west door, antechapel door, main chapel aisle, vestry door
- ◆ aisle from the antechapel door to the chapel, and from the organ loft door, to enable the choir to process into evensong.

Instrumentalists should not be placed in the entrance under the organ screen, but on the north side, to the left of the screen.

Blocks may be used for singers, but should not get in the way of the choir procession or the congregation's access to the chapel for evensong.

Chapel

There are two performance areas:

the choir stalls (for up to 40 singers);

the sanctuary area, including the area shaded on the plan in front of the altar steps, and the space in front of the altar. Up to 70 singers may stand in the space before the altar.

Instrumentalists – including conductor – may be placed in the shaded area, or in the case of woodwind or brass, in the stalls immediately by the steps. One pew should be kept free for performers' access to sanctuary area.

The fire regulations require unrestricted access from the chapel into the vestry, so no performers or instruments should stray across the boundary marked on the plan.

On NO ACCOUNT should performers or instruments block access to the vestry.

Blocks to raise the level for the performers are available from the Maintenance Department.

LIGHTING

Main lighting

- ◆ Antechapel and chapel lights: two wooden light boxes at shoulder height at the left and right hand ends of the organ screen. A bank of white switches activates the chapel down-lights on the pew candlesticks, and the flood lights in the antechapel and half of the sanctuary lighting tracks.
- ◆ The rest of the sanctuary lighting tracks are activated by switches in the Vestry cupboard lighting panel (on the left, just beyond the vestry door).
- ◆ The chapel wall lights are switched on via a round dimmer switch in the lighting box to the right of the organ screen.
- ◆ The 'shower-head' lights in the antechapel are turned on at the plug sockets by the main door and in the north-west corner of the brasses area by the turret door.

Please don't touch the fuse boxes in the light boxes.

Additional lighting

There are two floodlights in the antechapel for use at events. Please treat them with care and remember not to move them while the bulbs are still hot. Extra bulbs can be requested from the College Electrical Department (Chris Conway), who can also provide extension leads.

There are also a couple of standard lamps for use by the piano for recitals.

Sockets

Antechapel

- ◆ on the left by the main antechapel door;
- ◆ to the left of the main west door;
- ◆ beneath both light boxes in the organ screen;
- ◆ in the left hand (north-west) corner of the brasses area;

Chapel

- ◆ underneath the second of the south choir stalls;
- ◆ on either side of the sanctuary, by the end of the easternmost stalls;

Candles in chapel

Lighting these is the responsibility of the chapel verger or his deputies and should be agreed in advance.

MUSIC STANDS

There are no stands in chapel, and it is therefore the responsibility of concert organizers to bring their own and to remove them immediately after the concert. Cellists should bring spike mats or holders to avoid damage to the marble floor, and instrument cases should not be left on the altar or in the surrounding sanctuary area. Where possible, please try not to clutter the vestries with instrument cases, particularly if a service is scheduled between rehearsal and concert. College orchestras may ask permission via Professor Burden to use the NCO stands: but they must be returned immediately after use.

BRASSES

No object or equipment should be placed on the brasses. Performers coming from the Clerks' Vestry (used as a Green Room) into the antechapel who need to cross the brasses should walk carefully to avoid causing any damage.

For PLAYS and OPERAS, where *either* frequent passage over the brasses is necessary, *or* the audience chairs are placed in this area, boards must be used to cover the brasses (contact the Works department, or arrange via the Chapel Administrator).

NO PRODUCTION should take place on the brasses area.

CHAIRS

The antechapel has a permanent store of 100 chairs; extras need to be ordered in advance via the Accommodation Manager, Sue Fisher, who will arrange for the yardmen to move them. Please also remember to arrange for them to be taken out after the event.

Chairs should be set out in rows of 6-7, avoiding the grills, and with aisles in between, and clear access to the west door.

PLAYS & OPERAS

1. The date should first be agreed with the Chapel Administrator who will request permission from the Chapel Committee.
2. The promoter must then apply for College permission from the **Junior Dean**.
3. All arrangements for set up and production should be agreed in advance via a meeting with the Chapel Administrator, **WELL BEFORE** rehearsals start, so that any problems can be resolved. Please consult the sections on 'Set up' and 'Capacity' when planning your event, to avoid any infringements of the Fire and Safety Regulations. Opera and play producers should arrange a meeting with the Chapel Administrator *in the chapel* to discuss set up.
4. The antechapel is always booked as rain cover during performances.
Any staging for operas and plays must be taken down as soon as possible after the last performance, and must not impede the chapel services.

USHERS & FRONT OF HOUSE

The organization of each event should include enough people to manage the set up on the day, organize and set up chairs, act as front of house, selling tickets and programmes, and to act as fire tellers (see below). Rehearsals should always finish at least one hour before the concert to allow enough time for set-up and selling of tickets.

Layclerks and NCS: please remember that set-up is not part of the verger's duties, and you must provide enough people to manage this before and during the event.

'Silence, Concert in Progress' signs live in the antechapel and can be placed in the porch.

PUBLICITY

Please check that all information about the concert (ticket availability, price, venue and start time) is included on posters and flyers, to save unnecessary enquiries to the Lodge. Posters and flyers may be displayed in advance in the antechapel. Please send copies to the Chapel Administrator who may need to answer phone requests about concert details.

Layclerks: the programme should include a short notice that the use of the chapel is 'by kind permission of the Warden and Scholars of New College'.

PERFORMING RIGHTS SOCIETY RETURNS

The college is required by law to send details of all concerts to the Performing Rights Society. The organizer should send the Chapel Administrator the following for each event: (1) copy of the programme, or a comprehensive list of works performed; (2) details of ticket prices; (3) audience numbers.

FIRE REGULATIONS

There are three fire exits:

- (1) through the main antechapel entrance;
- (2) through the main vestry and out through the Song Room;
- (3) through the main west door into the Cloisters.

The Song Room door may be bolted but not locked during an event.

It is the responsibility of the promoter to assign FIRETELLERS as part of the front of house operation. There should be two people acting as fire tellers at each of the three exits.

Fire extinguishers are located at the following places:

- (1) **Vestry** immediately inside the vestry door on the right
- (2) **Antechapel** to the left of the organ screen, above the first wooden stall.
- (3) **Song Room**
- (4) **Organ Loft**
- (5) **Clerks' Vestry**

Candles may not be used as part of the choreography and staging of productions or performances, other than as set up by the official vergers in the candle stands in the antechapel.

RISK ASSESSMENTS

The chapel has appropriate risk assessments, which are regularly monitored. Details will be found in the vestry in the Events File.

CLEARING UP

It is the responsibility of the organizers to ensure that the chapel is left tidy and secure **AS SOON AS POSSIBLE** after the event. There should be no disruption to the regular chapel services.

This means: putting back all chairs (and arranging for any extra chairs to be collected the next day); restoring all fixtures, such as lighting, to their places; turning off all the chapel lights, removing all programmes and effects; clearing the music stands and arranging for their return; making sure that all doors are **LOCKED** and the keys returned to the Lodge.

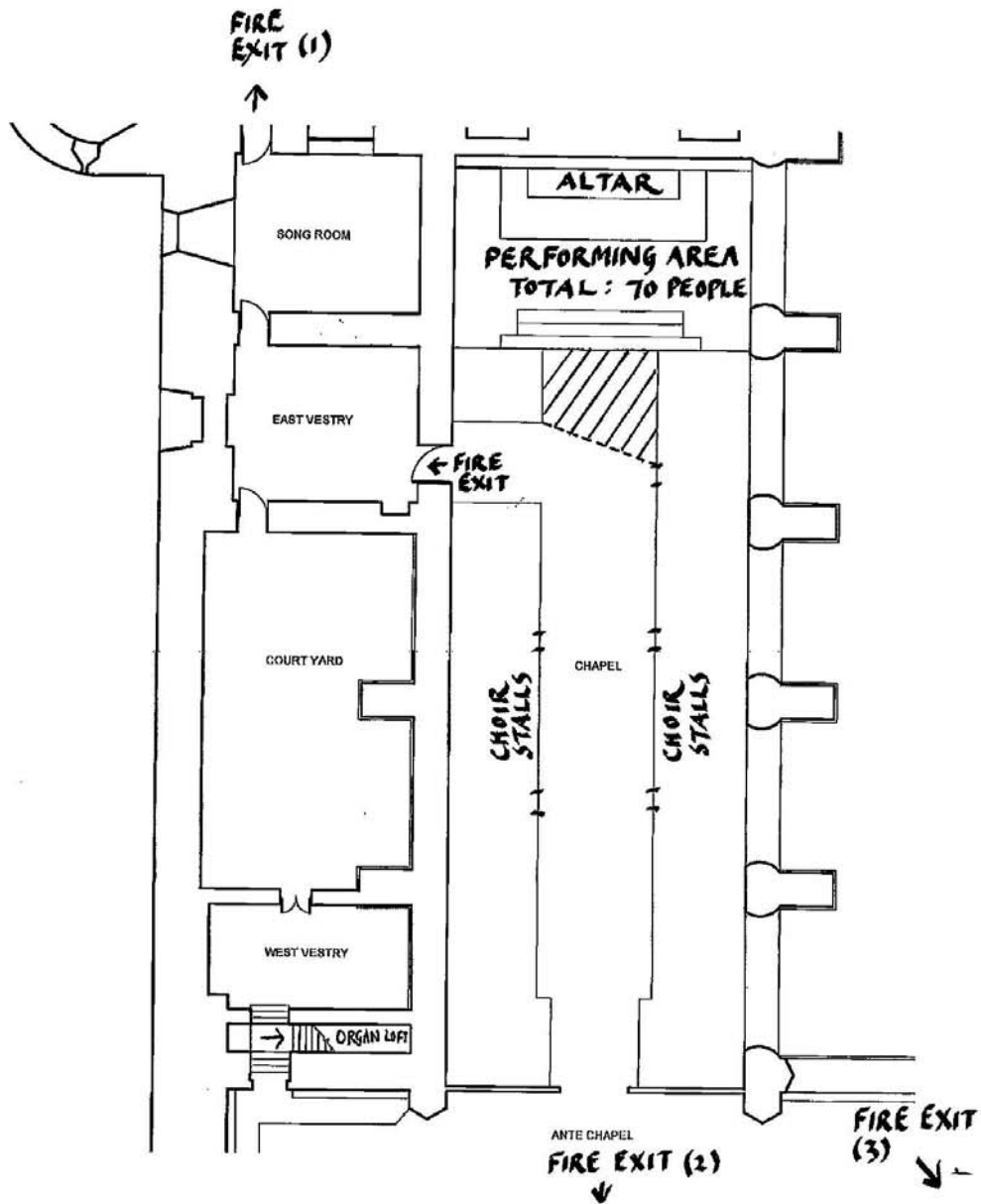
LOST PROPERTY

Please take any lost property to the Porters' Lodge to await collection by the owners. If possible, inform the Chapel Administrator.

DAMAGE

Any damage to the chapel fabric and fixtures caused during the event will be charged to the concert organizers.

New College Chapel – Plan for concerts and events



KEY:

/// Additional performing space:
 limited to four instrumentalists
 and conductor
 --- Limit of performing space.
 NOTHING beyond this line
 (fire regulations)

SEATING

Audience: 250
 Performers: 70
 (to include singers, soloists,
 instrumentalists and conductor)
 Antechapel: 100

FIRE EXITS

1. via Song Room
 2. via West Door
 (antechapel)
 3. via Antechapel door

REGULAR BOOKINGS IN CHAPEL	CONTACT DETAILS
<p>SERVICES</p> <p>Evensong Monday (mens' voices), Tuesday, Friday, Saturday: 18.15–19.00 Sundays 18.00-19.00</p> <p>Eucharist Thursdays (Sung): 18.15- 19.15</p> <p>Compline Thursdays: 21.30-21.40</p> <p>New College School Wednesdays in school term, 10.30-11.15 School service and assembly.</p>	<p>Chapel Administrator (Nancy-Jane Rucker) Chapel Office, New College, Oxford OX1 3BN 01865 279108 nancy-jane.rucker@new.ox.ac.uk</p> <p>Porters' Lodge (2)79555</p> <p>Use of piano, organ & harpsichord Professor Edward Higginbottom, Organist edward.higginbottom@new.ox.ac.uk 01865 279519</p>
<p>CHOIR & ORGAN PRACTICES</p> <p>Boys' practices Song Room (and chapel): 12.10-13.10 every weekday, except Wednesday</p> <p>Full Choir practice 16.00-18.00 Monday 17.00-18.00 Tues, Thurs, Sat. 16.00-18.00; 19.00-19.30 Fridays 17.00-17.50 Sundays</p>	<p>Assistant Organist Steven Grahl Steven.grahl@new.ox.ac.uk 07711 353273</p> <p>Harpsichord and New Chamber Opera Professor Michael Burden Michael.burden@new.ox.ac.uk</p>
<p>Organists Regular rehearsal slots (though they will use the chapel at other times) Weekdays 16.30 (until end of evensong); 19.00-20.00; Sundays 15.00-17.00</p>	<p>Harpsichord tuner Andrea Goble 01865 761685</p> <p>Lighting and electricity Chris Conway Chris.conway@new.ox.ac.uk (2)79559</p>
<p>CONCERTS</p> <p>New College Music Society Wednesdays in weeks 1-8 11.15– 14.00</p> <p>New Chamber Opera Fridays in Weeks 1-8 Rehearsal 10.30-12.00; concert 13.00-14.15</p>	<p>Extra chairs and moving equipment Sue Fisher Sue.fisher@new.ox.ac.uk (Accommodation Manager: liaises with Yards) 279563</p> <p>Staging Derek Finlay, Clerk of Works Derek.finlay@new.ox.ac.uk 279256</p>
<p>Please note: start times for rehearsals and concerts: 20.00</p>	

**NEW COLLEGE CHAPEL – COLLEGE CONCERTS AND EVENTS
AGREEMENT TO CONDITIONS OF USE**

Chapel Office, New College, Oxford OX1 1BN
nancy-jane.rucker@new.ox.ac.uk 01865 279108

Organization promoting the concert or event:

Date and time of event:

Title of event:

Rehearsal dates and times:

Person nominated by the organization as responsible for the event:

Email:

Mobile:

Agreement:

Name

On behalf of [Name of Organization]

We have read and understood the Concert Guidelines.

We undertake to abide by the conditions of use which we have read and accepted, and to provide details for the Performing Rights Society according to the rubrics above.

Lay clerks and New College School only

We agree to pay New College the costs of the verger during the event or concert

Signed:

Date:

Chapel Administrator signature:

Date:

Please return to the chapel office and retain a copy.

New College is a registered charity (No. 1142701)