

# RECORDINGS



# RECORDING HIRE INFORMATION PACK

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## Contact Details

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# VENUE INFORMATION

The National Centre for Early Music is based in a medieval Grade One listed converted church of St Margaret's which stands in the heart of the City in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for celebrations. It also runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.



## FACILITIES

The National Centre for Early Music has an excellent natural acoustic which can be enhanced by acoustic baffles set high on the walls of the church. Designed and implemented by the country's leading acousticians, Arup Acoustics, the baffles allow the Centre to be utilized for speech, drama and contemporary music as well as early music.

The National Centre for Early Music benefits from a professionally installed cabling infrastructure to facilitate utilising the space for recording.

From the Church to the Control Room there are 36 way of sends and 12 ways of return. For flexibility, this is facilitated by two 24-way 'Veam' multi-core cables. The multi-core cabling is constructed from high-end 'Evolution EPC OFC' pre-jacketed cabling.

Veam connectors installed at the control room end are terminated in a male 24 pair, and connectors installed at the rear of the church to connect to the control room are terminated in a female 24 pair.

## IN THE CONTROL ROOM

The multi-core in the Control Room is terminated in two, wall-mounted, patch boxes.

These patch boxes are configured as one fully loaded 24 x male XLR connectors and one fully loaded with 12 x male and 12 x female XLR connectors. The control room also has the option of terminating the Veam connectors with two 3m XLR tail-sets, similarly configured as one fully loaded 24 x male XLR connectors and one fully loaded with 12 x male and 12 x female XLR connectors.



# IN THE CHURCH

Connection between the Control Room and the Church can either be via multiple source boxes distributed around the church (NB these are situated in under floor dip traps) or by terminating the Veam Multi-cores with dedicated stage boxes at the rear of the hall to match the patch boxes in the control room.

The NCEM has further benefit of warm, dry facilities including kitchens, changing room, overnight parking, wire-less broadband and a friendly, welcoming reputation.

# LOCATION

York is situated in the heart of Britain with excellent rail, road and airport links. The train journey takes just under 2 hours from Kings Cross, London, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.

The main NCEM entrance is on Percy's Lane off Navigation Road but there is also access from Walmgate through the church garden. The Walmgate entrance is open for events only and not during normal office hours.

# PARKING

There are 6 car parking spaces available for you to use in the venue car park, these include 2 disabled spaces, however this must include parking for your suppliers if required. The closest car park to the NCEM is Peel Street, which is approximately a 4-minute walk away. To find out more about local parking go to <http://www.parkopedia.co.uk/>

# ACCESS

The NCEM is completely flat-floored throughout making it an accessible building for wheelchair users with or without an accompanied helper. There is an entrance ramp from Percy's Lane and the Walmgate entrance is flat, allowing full access from both directions.

The NCEM has an induction hearing loop installed in the main part of the venue. You do need to let us know before arrival if you require the use of our hearing loop during your visit as it is not always turned on. The NCEM can also recommend reputable BSL interpreters or palentypists if required.

There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on 01904 413121 or Station Taxis on 01904 623332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.



# HIRE CHARGE AND WHAT'S INCLUDED

## Facilities Included in hire:

- Exclusive use of St Margaret's church, the control room, kitchen and garden area
- Heating including under-floor heating in the church
- High speed WiFi throughout the building
- Use of recording facilities as outlined in the previous information
- Parking for up to 6 cars in the venue car park (including two disabled spaces)

## Available for additional charges:

- Use of piano/harpsichords/chamber organ – please ask for more details
- Instrument tunings

**HIRE CHARGE: £400.00 + VAT per day**

# TERMS AND CONDITIONS OF HIRE

## 1. General

1.1 The National Centre for Early Music (NCEM) is managed by an educational charity – the York Early Music Foundation and is made available to hire for events, functions and activities that are congruent with the atmosphere, ethos and ethics of the building and the organisation.

1.2 The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

1.3 The National Centre for Early Music reserves the right to advise any media organisations of this event unless a written objection is received from the Organiser when booking. Acceptance of a booking at the National Centre for Early Music implies acceptance of these conditions.

1.4 The NCEM reserves the right to turn down bookings.

## 2. Insurance

The National Centre for Early Music has public liability insurance. It should however be noted that the individual promoter/organiser should have their own insurance in place and should share same with the NCEM on request. Please note that any damage incurred by the promoter/organiser will be charged accordingly.

## 3. Payments

3.1 We request a deposit of £100 + VAT on confirmation of your booking.

3.2 The final invoice, which is also subject to VAT, is payable within 30 days of the recording taking place.

3.3 Payments can be made by cheque or by bank transfer. Please make cheques payable to York Early Music Foundation. Bank details can be found on invoices.

## 4. Cancellation

The National Centre for Early Music will make a number of charges if the recording is cancelled:

- Cancellation within 12 weeks or more - payment of 10% of the hire fee
- Cancellation within 12 – 4 weeks – payment of 50% of the hire fee
- Cancellation within 4 weeks – payment in full



## 5. Facilities

5.1 The Centre charges are inclusive of heat, lighting, and use of any recording equipment we have available.

5.2 If you plan to bring your own recording equipment, you must advise us in advance [it helps us plan your visit]. Please note that all electrical equipment must be PAT tested.

5.3 Use of the kitchen is available free of charge on the understanding that organisers clear up after each session and pop all dirty cups etc into the dishwasher! Regretfully if we must clean up after you – we will charge you accordingly. And please note that we do not allow any self-catering.

## 6. Instruments

We are fortunate to own a number of musical instruments (piano/ fortepiano/ organ/ harpsichord) which are available to hire on request. Tunings will be charged at cost.

## 7. Practicalities

In order to ensure that we offer you as good a service as possible, we need to know your timings and any other relevant requirements a couple of weeks in advance. Please note that the hirer cannot sublet the building and must comply with all conditions and regulations made in respect of the NCEM by the Director on behalf of the Local Authority.

## 8. Fire And Safety Regulations

Your attention is drawn to the National Centre for Early Music's fire and safety regulations. A copy of the venue's housekeeping notes will be provided either in advance or on arrival at the venue and we ask that all organisers/personnel from your group are made aware of the details.

## 9. Accessibility

The National Centre for Early Music is very accessible to the disabled. It is flat floored throughout and disabled person's toilet facilities are available. It has a hearing loop and there are two designated car park spaces available on request.

## 10. Parking

The National Centre for Early Music has benefit of a small car park for conference organisers only.

Delegates can park in the Peel Street car park, which is a 4-minute walk away.

## 11. Accommodation

The National Centre for Early Music can offer a 10% discount on the best available rates at the Hotel Indigo located next door to the venue. Please ask for more information. The NCEM also has working relationships with a number of hotels nearby, many of which offer special rates.

## 12. Property

The Management of the National Centre for Early Music cannot accept any liability for the loss of personal possessions whilst on the premises.

We hope that these notes assist you with your planning. If you have any queries, please contact the Operations and Events Team on 01904 632220 or at [events@ncem.co.uk](mailto:events@ncem.co.uk)

[hire.ncem.co.uk](http://hire.ncem.co.uk)

National Centre for Early Music



# BOOKING FORM RECORDING

Organisation

Contact Name

Address

Post Code

Tel: No

Mobile

E mail

Date/s of Hire

Time of Hire From

To

Details of accessibility requirements

Cost of hire

£

Please note that a deposit of £100 + VAT per dates booked is payable on signing this form. An invoice for the remaining hire fee, plus VAT, will be sent to you after the recording.

I confirm that I accept the National Centre for Early Music conditions of hire.

Signed

Date