

# CONCERTS & PERFORMANCES



# Venue Hire Information Pack

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## Venue Information

The National Centre for Early Music is based in the 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 concerts. The NCEM runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.



# Auditorium

The NCEM is licensed to hold up to 200 people including performers, promoters and staff. The performance area is very flexible with power/AV points throughout.

The auditorium area including audience seating space, is approximately 12 metres x 20 metres. Performers can either work at the east end that enables approximately 100 to be seated theatre style or on the south side allowing an audience of 180 to be seated comfortably.

Flexible staging is available on request. There are 12 pieces each measuring 1m x 2m and two heights either 35cm or 75cm, a black skirt is available for 75cm height legs.

The auditorium is well soundproofed with excellent acoustics for music, drama and speech, due to a series of flexible acoustic 'baffles' which are easily opened/shut to give greater/lesser reverberation as needed. The NCEM is heated throughout and has bespoke lighting, recording and black-out facilities.

# Lighting

The NCEM has dimmable house lighting in the auditorium along with pre-rigged and programmed stage lighting. Please ask for more information.

# Sound

The NCEM is designed primarily for acoustic performances but can happily accommodate amplified concerts. Please note that the venue PA system is only suitable for playing pre-recorded background music and for announcements using the wireless microphones. If you plan to bring your own equipment (this should be PAT tested) and engineer please let us know.

# Back Stage Facilities

The artist green room includes a comfortable seating area, private lockable changing space with toilet, ironing board and iron and access to our kitchen facilities. There is also access through the kitchen to an outdoor area.

# Front of House Facilities

Included in the venue hire are our front of house facilities and staff. These are as follows:

- Duty Manager – this is the venue key holder and responsible person who is also Fire Marshal and First Aider.
- Trained volunteer Stewards who will assist audience members and can sell merchandise.
- Cash and card bar before the concert and during the interval serving a wide range of bottled ales, lagers, wines, spirits and soft drinks.

The NCEM Box Office Service is also available for an additional charge – please see details below.



# PRS

The NCEM is registered with the Performing Rights Society and therefore we must charge you royalties for the performance of copyright works. The charges will be as follows:

- Popular/jazz concerts: 4.2% + VAT of box office takings, with a minimum charge of £15.00 + VAT.
- Classical concerts: 4.8% + VAT of box office takings, with a minimum charge of £24.05 +VAT.

Where there is no admission charge, or if the average admission charge is less than £5.00, the PRS charge starts at £12.02 for an audience of 50 people or less. This increases in increments of £6.01 per additional 25 people.

The NCEM will invoice for these charges after the event.

Please note that these charges are subject to change by PRS.

# 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.

# 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.

# 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/>

# Included in the Hire

- Heating – under-floor heating in the Church
- Staging – up to 6m wide and 4m deep
- Lighting – including stage lighting
- High speed Wi-Fi throughout the building
- Excellent acoustics for music and speech
- Hearing loop – please ask for more details
- Reception area
- Black-out facilities in the Church
- Up to 6 candelabras and candles (when available)
- Garden space
- Back Stage facilities, Front of House facilities and staffing (Duty Manager, Stewards and cash and card bar)\*
- Up to 15 music stands (when available)

\*Please note there is a £100.00 + VAT minimum spend on the bar

# Charges & Venue Hire

(charity rates available on request)

Monday – Friday evening from 4.00pm – 11.00pm	£400.00 + VAT
Saturday / Sunday evening from 4.00pm – 11.00pm	£500.00 + VAT
Set-up times outside above hours (if available)	£100.00 + VAT per hour
PRS charges applicable to all music performances (see terms and conditions of hire for full details)	
Piano*	£150.00 + VAT
Harpsichord*	£150.00 + VAT
Chamber organ*	£150.00 + VAT
Fortepiano*	£150.00 + VAT
Wireless microphones	£35.00 + VAT each
AV equipment	£100.00 + VAT

\*Instrument tuning information available on request

# Available for Extra Charges

- Sound
  - PA system (please note that this can only be used for background music and for the venue's wireless microphones)
  - 2 handheld wireless microphones
  - 3 lapel microphones
- AV equipment (including large screen, HD projector and laptop)
- Piano / Harpsichords / Chamber Organ / Fortepiano
- Instrument tunings
- Livestream/recording service (1 camera operator plus camera approx £300.00 + VAT) – please contact us to discuss your needs
- Box Office Service

# Box Office Service

- Unique URL event page on our What's On webpage
- Advance sales online, over the phone and in person (commission charged at 10% + VAT of gross ticket sales; minimum charge £50.00 + VAT) – please see the Box Office Service Agreement for full details
- If using our Box Office Service, optional extra promotional packages are available at additional cost (for example, inclusion in our e-newsletter and posting to our social media channels) – please contact us for further details and pricing

**Please note: whether you chose to use our Box Office Service or not, you are responsible for all your own concert promotion and marketing.**