

Fees

- Our standard fee for concerts in 2022 is £100 + VAT per hour or part of hour. This is measured from get in to get out.
- In the event is cancelled due to Covid-related reasons, we will return the hire fee minus an admin fee of £75.
- Alternatively, we may agree a box office split arrangement – this must be agreed in advance. Usually a 60/40 basis. 60% to the performers. With this format, an additional charge of 5% for ticketing is levied.
- Get-in time to be agreed with Chapel in advance.
- Rosslyn Chapel will administer ticketing via our online booking system. After the concert, we will pay you the box office receipts less our fee/ticketing charge within 30 days.
- Capacity – Without social distancing the Chapel can seat 56 people in the centre pews. This can be increased to 80 with the use of fold-out chairs and side pews. (80 seats is inclusive of any complimentary tickets and organisers' seats). We usually set ticket sales at 70. If social distancing is required then ticket capacity will be altered.
- Rosslyn Chapel Trust reserves the right to refuse any request for use of the Chapel.

Marketing and pricing

- You should set your ticket price to ensure a profit after our fee is paid. We operate 2 price levels – Full price, and Concessions. (Concessions are generally over 60s, people with disabilities, and students with ID. If a disabled person needs to bring a carer, then the carer will get free entry – this will impact on ticket capacity.)
- Marketing the event is the responsibility of the visiting company. We will ask you to provide a photograph and paragraph about the event for our Website and social media.

Staffing

- Rosslyn Chapel will provide no fewer than three staff to ensure the safety of the chapel and visitor centre.
- Staff will check tickets and usher audience to the Chapel, as well as taking lead in an emergency situation.
- We ask concert organisers to provide volunteers as necessary to cover programmes sales, refreshments, setting up and clearing up. Folding chairs to be stacked at the end of the concert.

Equipment and performers

- If electrical equipment is being brought in, each item must have a current PAT certificate.
- The number of performers and instruments must be stated, as this determines the audience capacity
- You must hold your own Public Liability Insurance and supply a copy of the certificate at time of booking.
- A set list on the supplied PRS form must be submitted two weeks before the event
- We do not have music stands or lights onsite. These must be brought in if you need them. These must be PAT tested.
- Cars may be parked briefly on the road in order to unload your gear. Move to car park when unloaded.

Concert Night

- The usual format for our concerts is a straight run through of max 90 minutes with no interval. You may choose to offer refreshments in the Visitor Centre after the show for half an hour. If you want to change this format, it must be agreed at time of booking.
- Tickets will be checked at the Visitor Centre welcome desk.
- If serving refreshments, the coffee shop floor space will be available. The chairs/tables in the coffee shop can be used as long as they are cleaned and chairs stacked at the end of the concert. Concert organisers are responsible for organising and serving any refreshments.
- Rosslyn Chapel is licensed for alcohol at ticketed events but there are restrictions for external users. If you choose to serve alcohol the serving table must be supervised at all times and ID checked where necessary. You cannot directly sell the alcohol – you may include it in the ticket price, or ask for a donation.

- Our gift shop will generally be closed.
- The concert organisers must take notice of any advice or instructions given by Trust staff.

Photography, filming and sound recording

- No filming or sound recording is permitted inside the Chapel unless by prior arrangement. Some photographs of the performers may be taken just before the start of the performance.

AGREEMENT

In booking Rosslyn Chapel for a concert performance, we agree to abide by the above terms and conditions.

Name of Visiting Company/Organisation _____

Signed by representative of visiting company:

Name (block capitals) _____

Signature _____

Email and phone number _____

PLEASE SIGN AND RETURN THE FORM TO: learning@rosslynchapel.com

An electronic signature is fine.

Checklist – please provide the following information before returning your signed form

Checklist	Confirm details here
Fee agreement (hire fee or box office split, see above)	
Number of performers	
Number of musicians	
Musical instruments being brought in	List here
List of equipment being brought in	List here
Ticket prices	Full price - Concession -
Public Liability Insurance certificate supplied?	
PRS form returned with full set list	To be provided not later than two weeks prior to the event
Planned get-in time	
Concert start time and duration	
Refreshments being offered or not? Give details of what you would like to do:	
Marketing information for our website <ul style="list-style-type: none"> • Title • Strap line • 30 words for the programme • A picture that you would like us to use 	
Any other information you think is important	