



## CADOGAN HALL

### Hire Charges | 2011

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#### Capacity

The hall can take a total of 970 people at any one time. This includes up to 900 members of the public and 70 staff (both ours and yours) and performers.

Stalls	561
Gallery	344
Total	905

Out of the above, we remove

- 10 seats from the stalls (four from rows M and N and two in row L);
- 12 seats from the stalls (row T) as 'last-sell, sightline' seats; and
- 28 seats from the gallery in blocks A and P as 'last-sell, sightline' seats.

**Given the above holds, the most tickets you can sell is 855.**

Stage capacity: 60 – 65

If you have up to 60 people on stage it will not affect our overall capacity.

If you have 61 or more people on stage, it will affect our seated capacity.

As a result we will need to reduce the number of seats for the audience in the same proportion.

#### Dates held depending on confirmation (pencil)

We will hold dates, following the initial enquiry for 30 days.

After this date we may ask you for confirmation or to release the date.

#### Standard rental (plus box office commission)

This includes 90 minutes of access and a three-hour (pm) rehearsal session, front-of-house staff, a stage manager, a technician and use of the Caversham Room (up to two hours before the event), if available, plus 11% box office commission which must be at least **£520**.

All figures  
are subject to VAT

**£2250**

For extra performance(s) on the same day, including the above staff plus 11% box office commission which must be at least **£520**.

**(for each performance) £1350**

#### Flat rental (no box office commission)

This includes access and a rehearsal session, front-of-house staff, 2 technicians and use of the Caversham Room two hours before the event if available.

All day (from 9 am) and one performance	<b>£3600</b>
Half day (from 2 pm) and one performance	<b>£3450</b>
Extra performance (for each performance)	<b>£1350</b>



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### Credit card charges

You must pay 100% of all credit card charges we have to pay in selling tickets at the box office. This usually represents 3% of the final amount before tax and is taken off the top of the final figure before tax.

### Performing Rights Society fees

You must pay PRS (plus VAT) on the box office income after tax

### Standard marketing charge

We add a one-off marketing charge for all ticketed events. This covers adding your event to our regular e-bulletins, online features, e-mail campaigns when available, storage and display of flyers and posters.

**£140**

### Audio recording

To hire the auditorium for audio recording only (including setting up and taking it down)

**Full day (10 hours) £1200**

**Half day (6 hours) £725**

### Rehearsals

A three-hour session plus 90 minutes to get in and out

**£540**

### Prep and pre-rig days

As and when you need them

**Negotiable**

### Extra hourly charges

For each hour on top of the hours laid out above, plus costs

**£180**

### Extra spaces

Culford Room (500 standing, 150 dining and 120 theatre-style)

**£1600**

Caversham Room (70 standing, 50 dining and 40 theatre-style)

**£385**



## CADOGAN HALL

### Hire Charges | 2011

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#### Facility fees

Private recording (for archive use only)	£310
Commercial audio recording or broadcast	£660
Commercial video recording, broadcast or webcast	£1840

#### On-sale date

The on-sale date means the earliest date that tickets will go on sale and be available for members of the public to buy at the box office. You must pay the deposit, the minimum box office commission charge and the standard marketing charge before this date.

#### Merchandise

Programme commission	12%
Merchandising commission	15%

#### Penalty charges

Returning the contract late	£220
Returning the technical contract late	£55
Replacing a dressing room key or fob (for each item)	£25
Replacing towels (for each towel)	£10

#### All charges will be subject to VAT

#### Work permits

It is your responsibility to get the appropriate work permits. You should apply at least eight weeks before you need the permit. You can get application forms (WP3) from [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk)

#### Withholding tax for people who do not live in the UK

Every promoter employing artists living outside the UK will be subject to 22% Foreign Entertainers Unit Withholding Tax. This will be deducted by us from any monies due to you on settlement and paid to HM Revenue & Customs. This tax may not apply if you are authorised by HM Revenue & Customs to operate the Simplified Tax System for Classical Music or the Middleman Scheme or if you have successfully applied for an exemption prior to the date of the performance. For more information on Withholding Tax, contact the Centre for Non-Residents, Foreign Entertainers Unit on +44 (0)151 472 6488.



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**Schedule of Charges 2011 | Schedule 1** | All figures are subject to VAT \_\_\_\_\_

<b>Additional hourly charges</b>	
In addition to the hours laid out in the contract, plus costs	£180

<b>Additional Spaces</b>	
Hire of Culford Room per day (12 hours inclusive of set and clear)	£1600
Hire of Caversham Room per day (12 hours inclusive of set and clear)	£385

<b>Ticketing charges</b>	
Custom seating plan	£295
Custom ticket design	£225
Full ticket batch print	£50

<b>Marketing charges</b>	
Brochure entry	£350

<b>Facility Fees</b>	
Private audio/video recording/archive use only	£310
Commercial audio recording or broadcast	£660
Commercial video recording or broadcast or webcast	£1840

<b>Piano tuning</b>		<b>Per tuning</b>
09.00 - 17.00		£80
17.00 +		£90
Weekends		£100
Bank Holidays		£110
Tuning and tuner to attend 9.00 - 17.00		£160
17.00 +		£190
Weekends		£205
Bank Holidays		£220

<b>Staging</b>		
Harlequin flooring		£360
Stage extension		£420
Front of House mini-staging		£150



CADOGAN HALL

**Schedule of Charges 2011 | Schedule 1** | All figures are subject to VAT

<b>Lighting</b>	
Christie (projector) and screen	£310
Follow spot hire (per spot)	£95

<b>Standard Technical Charge (per event)</b>	£220
This charge covers unlimited use of all the items listed below per day. It is possible to book these items individually.	
<b>Sound</b>	
Additional cabled mics (per unit)	£13
D1 box (per unit)	£13
Radio - handheld or lapel mics (per unit)	£48
Additional monitor mixes per pair	£75
Portable PA anywhere within the Hall - playback only	£95
Portable PA anywhere within the Hall - with mic	£140
<b>Lighting</b>	
Moving lights (per unit)	Please call
Hazer (per session)	£65
Use of laptop	£65

<b>Staffing</b>	
Stage Crew (4 hour minimum call)	£20 per hour
Additional AV, lighting or sound operator:	
Up to 8 hours (4 hour minimum call)	£35 per hour
per day	£360
Follow spot operator	
1-4 hours	£100
4-9 hours	£140
9+ hours	£170

<b>Storage of Equipment</b>	
item per day	£55

<b>Penalty charges</b>	
Late return of contract	£230
Late return of technical schedule	£58
Dressing room key replacement - per key	£28
Towel replacement - per towel	£11

<b>Other charges</b>	
Photocopying	per page
B/W (over 10 pages)	60p
Colour (over 10 pages)	£2.50



CADOGAN HALL

Technical Requirements | Schedule 2 | Services

Sound Requirements

Standard Technical Charge: Yes  No

\*Please note recharges will apply (see schedule 1)
This charge includes unlimited use of the items listed below

Cadogan Hall PA: Yes  No

\*Please note recharges may apply if STC not used. (See Schedule 1)

Additional Microphones: Yes  No  \*Please tick where appropriate

\*Please note recharges may apply if STC not used. (See Schedule 1)

Quantity:.....

Radio Microphones: Yes  No  \*Please tick where appropriate

\*Please note recharges may apply if STC not used. (See Schedule 1)

Quantity:.....

Additional Foldback Speakers: Yes  No

\*Please tick where appropriate
\*Please note recharges may apply if STC not used. (See Schedule 1)

Quantity:.....

Are you looking to provide your own amplification arrangements: Yes  No  \*Please tick where appropriate

Sound Company:.....

Contact:..... Contact Tel | Email:.....

PLEASE USE THE SPACE PROVIDED BELOW TO MAKE ANY ADDITIONAL NOTES REGARDING PA REQUIREMENTS:

All equipment brought into the building must be in a good, safe working condition and should only be used for the purpose for which it is intended.
Hirers must furnish the following documentation prior to installation:

Risk Assessment, Method Statement, Health & Safety Policy, Insurance Cover

All electrical equipment brought into the building must have a valid PAT certificate and should only be used for the purpose for which it is intended.

Upon completion please forward this schedule to:
Stuart Mather (Stage Manager), Cadogan Hall, 5 Sloane Terrace, London, SW1X 9DQ

Tel: 020 7824 7608 | 020 7730 5744
Fax: 020 7881 0702
Email: stuart.mather@cadoganhall.com



CADOGAN HALL

Technical Requirements | Schedule 2 | Services

Name of event:.....

Event date:.....

Promoter:.....

Contact name (for technical purposes):.....

Contact telephone:.....

Contact email:.....

THIS SCHEDULE IS TO BE RETURNED NO LATER THAN 4 WEEKS PRIOR TO THE EVENT

Schedule \*please specify times

Technical get-in:..... \*This cannot be earlier than the contracted get-in/rehearsal time.
Additional time may incur additional charges.
(See Schedule 1)

Piano Tunings:..... \*Please note recharges apply for tuning. (See Schedule 1)

Rehearsal: Start:..... Break:..... End:.....

Event start:.....

Latecomer admission:..... \*If no time specified, latecomers will be admitted on applause

Interval: From:..... To:..... \*Intervals are typically 20 mins. in length. Please indicate if more
than one interval is required.

Event end:..... \*Overrun charges will be applied if the event ends later than the
contracted end time.

Get-out end time:.....

List programme with timings:.....



CADOGAN HALL

**Technical Requirements | Schedule 2 | Services** \_\_\_\_\_

**Staging Requirements** | \_\_\_\_\_

Number of performers inc. artists/guest soloists and conductors:.....

Orchestration:.....  
.....

Stage Extension Required: Yes  No  Extension depth: 8ft  11ft  \*Please tick where appropriate  
Additional charges are applied for the stage extension (see schedule 1)

Total in Choir:.....

Choir seating: Seats  Risers  Both  \*The risers can accommodate a capacity of 60 people and be assembled in a variety of configurations. Please tick where appropriate

No. of Stands:.....No. lit:.....

No. of Chairs:.....

Harlequin Flooring: Yes  No  \*Please note recharges apply (See Schedule 1)

Steinway Concert D Grand: Yes  No  \*The piano is only available for use in the auditorium. Please tick where appropriate

Are you looking to provide your own staging: Yes  No  \*Please note recharges may apply (See Schedule 1) Please tick where appropriate

Staging Company:..... \*The stage can accommodate a maximum of 60 people on stage before affecting the total licensed capacity.

Contact:..... Contact Tel | Email:.....

**Please provide a plan of your required stage/floor layout**

YOU CAN USE THE SPACE PROVIDED BELOW TO MAKE ANY ADDITIONAL NOTES REGARDING STAGE REQUIREMENTS:



CADOGAN HALL

**Technical Requirements | Schedule 2 | Services** \_\_\_\_\_

**Lighting Requirements** | \_\_\_\_\_

Cadogan Hall 'white' orchestral light: Yes  No  Please tick where appropriate

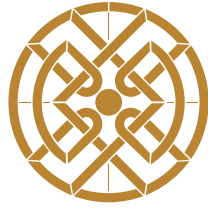
Colour wash lighting: Yes  No  Please tick where appropriate

Follow Spots (number of):..... \*Please note recharges apply for follow spot and operators. (See Schedule 1)

Lighing Company:.....

Contact:..... Contact Tel | Email:.....

PLEASE USE THE SPACE PROVIDED BELOW TO MAKE ANY ADDITIONAL NOTES REGARDING LIGHTING REQUIREMENTS:



CADOGAN HALL

**Third Part Hirer's**

**Insurance Declaration** | Schedule 3 | Cadogan Hall Limited \_\_\_\_\_

Date of Hire:..... Event:.....

Name of Hiring Company or Individual:.....

Contact Name:..... Telephone No.:.....

Address:.....

TO BE COMPLETED BY EITHER YOUR INSURANCE ARRANGEMENTS BROKER OR INSURANCE COMPANY

Please confirm the following insurance arrangements for the above hiring.

**Public Liability Cover** | \_\_\_\_\_

Insurer:.....

Address:.....

Policy Number:.....

Period of Cover: From:..... To:.....

Limit of Indemnity: (minimum £5 million) £.....

Premium Paid: Yes  No  \*Please tick where appropriate

Any special terms or conditions imposed: Yes  No  \*Please tick where appropriate  
(if yes, please detail below)

.....

Signed:.....

Name: (print please).....

Address:.....

For and on behalf of:.....  
(please certify with Insurance company official stamp)

Date:.....

Please return to: Gill Dixon, Events Manager





CADOGAN HALL

## Withholding Tax on Foreign Entertainers | Schedule 4 \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED TO CADOGAN HALL AT LEAST 30 DAYS PRIOR TO THE FIRST EVENT DATE

Any payments to any person either directly or indirectly as a result of the appearance of artistes not resident in this country will be subject to the deduction of Withholding Tax. This tax may not be applicable if the artist/agent or promoter is authorised by the Inland Revenue to operate the Simplified Withholding Tax System for Classical Music or if the agent or promoter has successfully applied to the UK Tax authorities for exemption, in which case the exemption certificate should be attached and returned with this schedule.

Please answer the following questions. Continue on a separate sheet if necessary:

Date of Event(s):		
Artist Name(s)	UK Resident Yes/No	Non-Resident (indicate nationality & country of residence)
1		
2		
3		
4		
5		

Name of Agent or Promoter (if applicable):.....

Is the above Artist/Agent/Promoter registered on the Simplified Tax System for Classical Music? Yes  No

Signed:.....

Name (capital please):.....

Date (mm/dd/yyyy):.....

### Notes:

- a) Withholding tax will be deducted (subject to (b) below) if the following two conditions apply:
  - one or more of the artists are not resident (for tax purposes) in the UK; and
  - the final payment including expenses is for the amount greater than £1000 in total (i.e. not per artist)
- b) However, if the payment is made to the Artist/Agent/Promoter who is authorised by the UK Inland Revenue to operate the Simplified Tax System for Classical Music, withholding tax will not be deducted.

**Please return to: Administrator Cadogan Hall**



CADOGAN HALL

## Front of House Requirements | Schedule 5 | Services

### ADDITIONAL FRONT OF HOUSE INFORMATION

- a) All front of house areas, Culford Room, Caversham Room, Oakley Bar, Cloakroom and Auditorium will be adequately staffed both for sales and the health and safety of patrons.
- b) If the Hirers are selling raffle tickets or collecting donations, Cadogan Hall requests they be smartly dressed (no jeans or trainers, no shaking of buckets and no consumption of alcohol).
- c) Hirers are advised that all artists, musicians and choir members do not use the pass door into the foyer areas from one hour before commencement of the concert and during the interval. If performers wish to meet friends after the concert, they must first sign out of the Stage Door and re-enter the foyer areas via the Sloane Terrace door signed Cadogan Hall.
- d) Hirers are requested to make sure that they are cognizant with the special licence restrictions demanded by the Royal Borough of Kensington and Chelsea.
- e) Hirers are reminded that Cadogan Hall is in a residential area and at all times residents should be shown courtesy.
- f) Floral arrangements, banners and display material may all be used, subject to confirmation with the Events Manager and Front of House Manager.
- g) There is wheelchair and disabled access to the stalls via a lift. There is no lift access to the gallery. If patrons are able, please use the stairs rather than the lift. Patrons sitting or blocking the staircase and landings will be asked to move.
- h) Refreshments: The Oakley and Round Bars will open one hour prior to the concert. The bars are open to ticket holders only. Please note that only refreshments purchased on premises may be consumed at the hall and no food or drink may be taken into the auditorium.
- i) First Aid: Facilities are provided by members of the front of house team on duty in the hall. Please contact a steward if attention is needed.
- j) Lost Property: Please telephone the box office. Unclaimed property will be disposed of after a period of three months.
- k) Any unattended bags left in the auditorium will be removed. There is a free cloakroom at Cadogan Hall.
- l) Cadogan Hall will not accept threatening or aggressive behaviour towards patrons or staff. In such cases, Cadogan Hall may call the police.
- m) Smoking is not permitted anywhere at Cadogan Hall.
- n) Mobile phones, watch alarms and pagers should be turned off. Photography, videos and tape recorders are forbidden unless the Hirer has made arrangements with Cadogan Hall for their use.
- o) Latecomers: For safety reasons, latecomers will be asked to wait in the Culford Room until the interval or a suitable break in the performance. Plasma screens are provided for concert relay. Hirers are requested to inform the Front of House Manager when latecomers can be admitted. They are further requested to provide concert timings so that caterers and bar staff can be ready for the interval.
- p) Cadogan Hall welcomes children. However, please be aware that they require their own ticket. Babies cannot be admitted into the hall. Cadogan Hall reserves the right to ask patrons to remove infants or children if they are causing a disturbance. If concerts are specifically designed for children, a recommended age will be stated in accompanying publicity, or on application from the box office.

PLEASE REMEMBER THAT ALL PERSONS MUST HAVE LEFT THE BUILDING BY THE TIME AS SPECIFIED ON YOUR CONTRACT



CADOGAN HALL

## Front of House Requirements Schedule 5 | Services



CADOGAN HALL

Front of House Requirements | Schedule 5 | Services

Name of event:

Event date:

Promoter:

Contact name (for Front of House purposes):

Contact telephone:

Contact email:

THIS SCHEDULE IS TO BE RETURNED NO LATER THAN 4 WEEKS PRIOR TO THE EVENT

Schedule

Front of House get-in:

\*This cannot be earlier than the contracted get-in/rehearsal time.

Additional time may incur additional charges. (See Schedule 1)

Receptions:

Pre concert:

\*For post-concert receptions, please note that all persons need to have left the building by 22.45 at the latest Monday to Saturday and 21.45 on Sundays

Interval:

Post Concert:

Catering requirements:

\*Please note that all caterers should be chosen from the Hall's List of Preferred Caterers

Bar requirements:

\*Please note that if you wish to bring in your own Champagne/Wine, Cadogan Hall will charge a corkage fee of £7.00 per bottle of wine and £10.00 per bottle of Champagne. Also all bar charges will be subject to VAT

Programmes:

No of Programmes:

\*Please note that Cadogan Hall charges 12% commission on all programmes sold

Price per Programme:

(We ask that programmes be delivered to the Hall by 12.00 noon on the day of the event only)



CADOGAN HALL

Front of House Requirements | Schedule 5 | Services

Other merchandising: Type:

Price per item:

\*Please note that Cadogan Hall charges 15% commission on all merchandising

Event start:

\*If no time specified, latecomers will be admitted on applause

Latecomer admission:

Time of arrival:

Interval running time:

\*Intervals are typically 20 mins. in length. Please indicate if more than one interval is required.

Event end:

\*Overrun charges will be applied if the event ends later than the contracted end time.

PLEASE USE THE SPACE PROVIDED BELOW TO MAKE ANY ADDITIONAL NOTES REGARDING FRONT OF HOUSE REQUIREMENTS:

All equipment brought into the building must be in a good, safe working condition and should only be used for the purpose for which it is intended. Hirers must furnish the following documentation prior to installation:

Risk Assessment, Method Statement, Health & Safety Policy, Insurance Cover

All electrical equipment brought into the building must have a valid PAT certificate and should only be used for the purpose for which it is intended.

Upon completion please forward this schedule to:

(Front of House Manager), Cadogan Hall, 5 Sloane Terrace, London, SW1X 9DQ

Tel: 020 7824 7602 | 020 7730 5744

Fax: 020 7881 0634