



# CADOGAN HALL

## Hire Charges | 2017

### Capacity

Stalls	561
Gallery	392
<b>Total</b>	<b>953</b>

Out of the above, we remove:

10 seats from the stalls (four from rows K and L and two in row J);  
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 915.**

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.

**(All figures are subject to VAT)**

### Flat rental (no Box Office commission)

This includes access and a rehearsal session, front-of-house staff and 2 technicians.

All day (from 9am) and one performance	<b>£4,140</b>
Half day (from 2pm) and one performance	<b>£3,950</b>
Extra performance (for each performance)	<b>£1,550</b>

### 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.

### Box Office set-up fee

We add a one-off set-up charge for all ticketed events. This covers setting up your event in our ticketing system, adding your event to our website and enabling online ticketing, featuring your event in our e-mails, and storage and display of flyers and posters.

**£180**



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## Hire Charges | 2017

### Audio recording

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

Full day (10 hours) **£1,360**  
Half day (6 hours) **£825**

### Rehearsals

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

**£610**

### 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

**£210**

### Extra spaces

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

**£1,760**

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

**£445**

### Facility fees

Private recording (for archive use only)

**£390**

Web broadcast / Streaming

**£475**

Commercial audio recording or broadcast

**£800**

Commercial video recording, broadcast or webcast

**£2,205**



# CADOGAN HALL

## Hire Charges | 2017

### 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	£260
Returning the technical contract late	£72
Replacing a dressing room key or fob (for each item)	£34
Replacing towels (for each towel)	£17
Additional cleaning	£160
Curfew overrun fee	£1,100

### 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.



# CADOGAN HALL

## Schedule 1 | Schedule of Charges 2017 | All figures are subject to VAT

Additional hourly charges	
In addition to the hours laid out in the contract, plus costs	<b>£525</b>

Additional spaces	
Hire of Culford Room per day (12 hours inclusive of set and clear)	<b>£1,760</b>
Hire of Caversham Road per day (12 hours inclusive of set and clear)	<b>£445</b>

Ticketing charges	
Custom seating plan	<b>£315</b>
Custom ticket design	<b>£240</b>
Full ticket batch print	<b>£60</b>

Marketing charges	
Brochure entry	<b>£395</b>

Facility fees	
Private audio / video recording / archive use only	<b>£390</b>
Commercial audio recording or broadcast	<b>£840</b>
Commercial video recording or broadcast or webcast	<b>£2,205</b>
Streaming	<b>£475</b>

Piano tuning	
09:00 – 17:00	<b>£110</b>
17:00 +	<b>£120</b>
Weekends	<b>£135</b>
Bank holidays	<b>£145</b>
Tuning and tuner to attend 09:00 – 17:00	<b>£240</b>
17:00 +	<b>£255</b>
Weekends	<b>£255</b>
Bank holidays	<b>£270</b>

Staging	
Harlequin flooring	<b>£420</b>
Stage extension	<b>£525</b>

Lit stands	
1 – 5	<b>free</b>
6 – 20	<b>£60</b>
21+	<b>£85</b>

Standard technical charge (per event)	<b>£410</b>
This charge covers unlimited use of all the items listed below per day. It is possible to book these items individually.	

Sound	
Additional cabled mics (per unit)	<b>£17</b>
D1 box (per unit)	<b>£17</b>
Radio – handheld or lapel mics (per unit)	<b>£70</b>
Additional monitor mixes per pair	<b>£90</b>
Lighting	
Moving lights (per unit)	<b>P.O.A.</b>
Hazer (per session)	<b>£90</b>
Use of laptop	<b>£90</b>
Floor cans / extra profiles	<b>£15</b>

Extras not included in the Standard technical charge	
Christie (projector) and screen	<b>£395</b>
Follow spot hire (per spot)	<b>£115</b>
Foyer projector and screen	<b>£115</b>
Portable PA anywhere within the Hall – playback only	<b>£120</b>
Portable PA anywhere within the Hall – with mic	<b>£175</b>

Staffing	
Stage crew (4 hour minimum call)	<b>£27/hour</b>
Load in/out crew	<b>P.O.A.</b>

Additional AV, lighting or sound operator	
Up to 8 hours (4 hour minimum call)	<b>£45/hour</b>
Per day	<b>£430</b>

Following spot operator	
1 – 4 hours	<b>£125</b>
4 – 9 hours	<b>£225</b>
Additional hours over 9	<b>£25</b>

Storage of equipment	
Item per day	<b>£70</b>

Penalty charges	
Late return of contract	<b>£300</b>
Late return of technical schedule	<b>£85</b>
Dressing room key replacement – per key	<b>£45</b>
Towel replacement – per towel	<b>£22</b>

Other charges - photocopying	per page
B&W (over 10 pages) – per page	<b>95p</b>
Colour (over 10 pages) – per page	<b>£3.75</b>



# CADOGAN HALL

## Schedule 2 | **Technical Requirements** | Services

<b>Name of event:</b>
<b>Event date:</b>
<b>Promoter:</b>
<b>Contact name</b> (for technical purposes):
<b>Contact telephone:</b>
<b>Contact email:</b>

\* THIS SCHEDULE SHOULD BE RETURNED NO LATER THAN FOUR 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 (time in length): 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

## Schedule 2 | **Technical Requirements** | Services

### Staging Requirements

Number of performers including artists, guest solists 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.

Number of Music Stands: ..... Number Lit: .....

\* Please see Schedule of Charges re. Lit Stands

Number of Chairs: .....

Harlequin Flooring: Yes  No

\* Please note recharges apply. (See Schedule 1)

Steinway Concert D Grand Piano required: Yes  No

\* The piano is available only for use in the auditorium.

Are you looking to provide your own staging: Yes  No

\* Please note recharges may apply. (See Schedule 1)

Staging Company: .....

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

Contact: .....

Contact Phone / Email: .....

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

Please use the space below to make any additional notes regarding stage requirements



# CADOGAN HALL

## Schedule 2 | **Technical Requirements** | Services

### Lighting Requirements

Cadogan Hall 'White' Orchestral Light: Yes  No

Colour Wash Lighting: Yes  No

Follow Spots Required: Yes  No  How many? .....

\* Please note recharges apply for follow spot and operators. (See Schedule 1)

Lighting Company: .....

Contact: .....

Contact Phone / Email: .....

Please use the space below to make any additional notes regarding lighting requirements





# CADOGAN HALL

## Schedule 2 | **Technical Requirements** | Services

### Sound Requirements

Standard Technical Charge: Yes  No

\* Please note, paying the Standard Technical Charge (STC) will allow use of all mics, monitors and hazer. Otherwise items will be charged individually.

Cadogan Hall PA: Yes  No

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

Additional Microphones: Yes  No  How many? .....

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

Radio Microphones: Yes  No  How many? .....

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

Additional Foldback Speakers: Yes  No  How many? .....

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

Are you looking to provide your own amplification arrangements: Yes  No

Sound Company: .....

Contact: .....

Contact Phone / Email: .....

Please use the space below to make any additional notes regarding PA requirements

All equipment brought into the building must be in 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 send this schedule to:  
Technical Department, Cadogan Hall, 5 Sloane Terrace, London SW1X 9DQ**

**Tel: 020 7824 7536 / Fax: 020 7881 0702 / Email: [technical@cadoganhall.com](mailto:technical@cadoganhall.com)**





# CADOGAN HALL

## Schedule 3 | Third Party Hirer's Insurance Declaration

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

Any special terms or conditions imposed? Yes  No  (If yes, please give details below)

.....

Signed: ..... Date: .....

Name: (PLEASE PRINT) .....

Address: .....

For and on behalf of: .....

Please certify with insurance company official stamp.

As you will see from the enclosed Hirer's Agreement, it is a condition of your contract that you have in force Public Liability Insurance with a minimum Limit of Indemnity of £5,000,000 which is placed with an Insurer of repute. We are conscious of the fact that some hirers may not have this cover and we have therefore negotiated a facility with a major UK Insurance Company who will provide the necessary cover at a very competitive price. This facility is exclusive to clients of Cadogan Hall and, if you wish to take advantage of this facility, the Insurance Brokers who administer the scheme on our behalf are: Gordon & Co., 2 Sekford Court, 217 St John Street, London EC1V 4LY. Telephone: 020 7251 2255.

**UPON COMPLETION PLEASE SEND THIS SCHEDULE TO:  
Concerts Manager, Cadogan Hall, 5 Sloane Terrace, London SW1X 9DQ**



# CADOGAN HALL

## Schedule 4 | Withholding Tax on Foreign Entertainers

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 overleaf if necessary:

<b>Date of event:</b>		
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 (PLEASE PRINT): ..... 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 £11,500 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.

To make a reduced tax payment application, please visit [www.hmrc.gov.uk/feu/feu.htm](http://www.hmrc.gov.uk/feu/feu.htm) or call the Foreign Entertainers Unit: Dial from the UK: 03000 547 395 / Dial fom overseas: 00 44 3000 547 395 / Fax: +44 (0)151 472 6483

UPON COMPLETION PLEASE SEND THIS SCHEDULE TO:  
Concerts Manager, Cadogan Hall, 5 Sloane Terrace, London SW1X 9DQ



# CADOGAN HALL

## Schedule 5 | Front of House Requirements | Services

<b>Name of event:</b>
<b>Event date:</b>
<b>Promoter:</b>
<b>Contact name</b> (for Front of House purposes):
<b>Contact telephone:</b>
<b>Contact email:</b>

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

### Schedule

Receptions\*: **Pre-concert:** .....  
**Interval:** .....  
**Post-concert:** .....

\* Please note, a Reception Requirements schedule must be completed for all receptions.

Access to Front of House hospitality areas cannot be earlier than the contracted get-in/ rehearsal time. Additional time may incur additional charges. (See Schedule 1)

Programmes: **Number of programmes:** ..... **Price:** .....

We ask that programmes be delivered to the Hall by 12noon on the day of the event only. Any unsold programmes must be removed from the venue at the end of the concert, otherwise a storage charge of £50 per day will be applied.

Merchandise\*: **Type:** ..... **Price per item:** .....

Cadogan Hall charges 12% commission on all programmes sold and 15% commission on all merchandise.

\* Please see Merchandising terms & conditions available on request from the Front of House team.

### Event Information

Event start time: .....

Latecomer admission: .....

Interval running time: .....

Event end: .....

If no time specified, latecomers will be admitted on applause.

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

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

**Please note, all Front of House areas close 30 minutes after the event has ended.**



# CADOGAN HALL

## Schedule 5 | **Front of House Requirements** | Services

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### ADDITIONAL FRONT OF HOUSE INFORMATION

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1. 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.
2. 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).
3. 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.
4. Hirers are requested to make sure that they are cognizant with the special licence restrictions demanded by the Royal Borough of Kensington and Chelsea.
5. Hirers are reminded that Cadogan Hall is in a residential area and at all times residents should be shown courtesy.
6. Floral arrangements, banners and display material may all be used, subject to confirmation with the Front of House Manager.
7. Wheelchair and disabled access to the stalls is via a lift. There is no lift access to the gallery.
8. Refreshments: All Front of House hospitality areas open 90 minutes prior to the concert. The bars are open to ticket holders only. Please note that only refreshments purchased on the premises may be consumed at the hall and no food or drink may be taken into the auditorium.
9. First Aid: Facilities are provided by members of the Front of House team on duty in the hall. Please contact a member of the Front of House team if attention is needed.
10. Lost Property: Please telephone the Stage Door on 020 7824 7600 between 9am - 5.30pm. Unclaimed property will be disposed of after a period of one month.
11. Cloakroom facilities at Cadogan Hall are free to clients. Customers may leave coats and personal items at a charge of £1 per item.
12. Cadogan Hall does not accept threatening or aggressive behaviour towards patrons or staff. In such cases, Cadogan Hall will call the police.
13. Smoking is not permitted anywhere at Cadogan Hall.
14. All electronic equipment and mobile phones should be turned off or silenced. Photography, videos and tape recorders are strictly forbidden unless the Hirer has made arrangements with Cadogan Hall for their use.
15. 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.
16. Cadogan Hall welcomes children. However, please be aware that they require their own ticket. Babes in arms 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 SPECIFIED ON YOUR CONTRACT.**

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

**Upon completion please forward this schedule to:**  
Front of House Manager, Cadogan Hall, 5 Sloane Terrace, London, SW1X 9DQ



# CADOGAN HALL

## Schedule 5 | Front of House Requirements | Food & Drink | 2017

### The Hirer is required to use caterers from the Hall's approved list only\*:

\*Only suppliers in this list, all of whom comply with the relevant health and safety, food safety and hygiene legislation, may be chosen to work at the Hall. Due to the unique nature of Cadogan hall, it has been necessary to ensure that caterers understand and respect the venue.

**Blue Strawberry**

26/28 Sidney Road  
London SW9 0TS  
Contact: Alison Myer  
Tel: 020 7733 3151

[www.bluestrawberry.com](http://www.bluestrawberry.com)

**Event Oracle**

Unit 3, 8 Gorst Road  
London NW10 6LE  
Contact: Tom Lloyd Owen  
Tel: 020 8961 7477

[www.eventoracle.com](http://www.eventoracle.com)

**Parsons Creative Food**

107/108 Avro House  
Havelock Terrace  
London SW8 3NS  
Contact: Katie Parsons  
Tel: 020 7720 3336

[www.parsonscreativefood.co.uk](http://www.parsonscreativefood.co.uk)

**Food Matters**

8 Newington Court Business Centre  
Newington Causeway  
London SE1 6DD  
Contact: Peter Hall  
Tel: 020 7403 2223

[www.food-matters.com](http://www.food-matters.com)

The caterers on our approved list have consistently produced a high standard of food and service to our clients. However, Cadogan Hall cannot be held responsible should the client be dissatisfied with the quality of service and/or any of the food provided.

<b>Staff</b>	
Bar & waiting staff (4 hours minimum & overtime charged at the normal hourly rate)	<b>£75; £19 per hour per staff member thereafter</b>
<b>Handling / Corkage fee</b>	
Champagne (per bottle)	<b>£27</b>
Prosecco (per bottle)	<b>£16</b>
Wine (per bottle)	<b>£13</b>
Beer (per bottle)	<b>£2.50</b>
Soft drinks / Mixers	<b>£1.50</b>
Bottles of spirits	<b>£10</b>
<b>Sound</b>	
Portable PA anywhere within the Hall (playback only)	<b>£120</b>
Portable PA anywhere within the Hall (with mic)	<b>£170</b>
<b>Private room hire</b>	
Caversham Room	<b>£445 per event or £120 hour</b>
<b>Post-concert bar</b>	
Set-up fee	<b>minimum spend £305</b>
<b>Storage</b>	
Per day per item	<b>£70</b>



# CADOGAN HALL

## Schedule 5 | **Front of House Requirements** | Hospitality Order Form

<b>Company Name:</b>
<b>Address:</b>
<b>Contact name:</b>
<b>Name of event:</b>
<b>Date of event:</b>
<b>Pre / Interval / Post:</b>
<b>Number of bar staff (minimum 1):</b>

Signed: .....

**Upon completion please forward this form to:**  
Front of House Manager, Cadogan Hall, 5 Sloane Terrace, London, SW1X 9DQ



# CADOGAN HALL

## Schedule 5 | **Front of House Requirements** | Reception Terms & Conditions

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### ADDITIONAL FRONT OF HOUSE INFORMATION

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1. The event will be confirmed on receipt of contact details in writing, by email or fax, and a non-refundable deposit. A minimum deposit of 70% of the estimated total cost is required and must be paid upon return of the completed Schedule 5.
2. Owing to licensing restrictions all post-concert receptions should finish no later than 22:30 Monday - Saturday and 21:30 on Sunday.
3. Hirers are reminded that Cadogan Hall is in a residential area and residents must be shown courtesy at all times.
4. Floral arrangements, banners and display material may all be used, subject to agreement with the Marketing Manager or the Front of House Manager. These must be taken away at the end of the event.
5. The hirer shall during the period of hire be responsible for the safe use and custody of the Company's property. Damage or loss thereto (other than by fair wear and tear) will be charged at current replacement rates.
6. No drinks are to be consumed outside the building.
7. Hirers to confirm final attendance 14 days prior to the event.
8. Hirers are requested to send all details of their public liability insurance on confirmation of their event.
9. The hirer will be responsible for keeping proper order and shall ensure that all persons attending the event shall behave in a seemly manner and comply with any instructions given to them by a member of Cadogan Hall staff.
10. The hirer must take instruction from Cadogan Hall's Duty Front of House Manager. The Duty Front of House Manager will take responsibility for evacuation procedures in the event of any security matter, including bomb, fire or the behaviour of those attending the event.
11. Cadogan Hall staff will be situated at the Front Entrance and the areas in use for the event. A member of the hirer's organisation must be on hand to identify guests.
12. The management reserves the right to refuse any person admission to the venue or to remove persons whose behaviour is deemed inappropriate.