



CADOGAN HALL

Appendix 1 — Hirer's Pack | 2021 | Introduction

Please note that this document serves as an appendix to your contract and as such, it is essential that all schedules are completed in full and that the information provided is clear and correct. If you have any questions, please call the Administration Office on +44 (0)20 7730 5744.

This document includes the following Schedules:

- **Introduction, capacities and hire charges** pp. 1-4 FOR YOUR INFORMATION
- **Schedule of charges** p. 5-6 FOR YOUR INFORMATION
- **Marketing details** p. 7-9 FOR YOUR INFORMATION
- **Concert information sheet** (ticketed events) pp. 10-11 **COMPLETION REQUIRED**
- **Event requirements** pp. 12-15 **COMPLETION REQUIRED**
(Upon completion, please ensure that this information is emailed to events@cadoganhall.com so that it can be distributed to all personnel involved in the production)
 - Schedule
 - Staging requirements
 - Sound requirements
 - Lighting requirements
 - AV requirements
 - Recording requirements
 - Programmes
 - Merchandise
 - Photographers
- **Reception requirements and terms & conditions** pp. 16-17 **COMPLETION REQUIRED (IF APPLICABLE)**
- **Technical/Backstage additional Information** pp. 18-19 FOR YOUR INFORMATION
- **Front of House additional information** p. 20 FOR YOUR INFORMATION
- **Public liability insurance declarations** pp. 21-22 **COMPLETION REQUIRED**
- **Performers residency form** p. 23 **COMPLETION REQUIRED**
- **Cadogan Hall staff contact list** p. 24 FOR YOUR INFORMATION

Capacities

Space	Capacity	Theatre-style	Banqueting
Main auditorium	953	953	n/a
Culford Room	500	120	150
Caversham Room	70	40	50
Oakley Room (Bar)	80	n/a	30

Main auditorium

Stalls	561
Gallery	392
Total	953

Out of these 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**, which includes 4 wheelchair spaces and 4 wheelchair companion seats.

Additional holds will be required for the following, if applicable:

- **Stage extension** 82 seats (central Stalls AA-DD)
- **Stalls sound position** 18 seats (Stalls Row T, R14-16 & S14-16)
- **PA holds** 12 seats (Stalls BB1-4 & 26-29, CC1-2 & 28-29)
- **Screen** 92 (Stalls AA-S seats 1, 2, 28, 29, AA3-4, AA26-27 & Row T). If Stalls sound position holds in place, this reduces to 80 as Stalls Row T holds would already be in place.
- **Camera positions** as required

Stage capacity is 60–70 for a basic orchestra. Additional capacity may be possible, depending on the orchestration. Due to the variable nature of choral set ups, please contact the Technical Department.

Building curfew

Operational hours of the building: Monday to Saturday 9am – 11pm
Sunday 10am – 10pm

Cadogan Hall has a building curfew of 11pm Monday – Saturday and 10pm on Sundays, when the building needs to be dark, closed and clear of all personnel. **Please ensure that your event can be set up, performed and removed from the building within your contracted hours and the operational hours of the building.**

If events run past the curfew, you will be subject to a penalty charge (see p. 5).

Hire Charges – Main Auditorium

All charges are shown Net
and subject to VAT @ 20%

Flat rental (no Box Office commission)

This includes access for set-up and a rehearsal session, front-of-house staff, one stage manager and one sound or lighting engineer. Also included is the use of our house grand piano (Steinway model D), risers, orchestral chairs (up to 100 chairs), use of the house PA (if required), one cable mic and one monitor. All bars will be operational pre-concert and during the interval.

- All day (from 9am Monday-Saturday and from 10am Sunday) and one performance **£4,350**
- Half day (from 2pm) and one performance **£4,150**
- Extra performance (for each performance) **£1,625**
- Bank holiday supplement **P.O.A.**

Cadogan Hall's auditorium features raked stalls and full gallery seating to a maximum capacity of 953 people.

Breakout rooms include the Culford Room, Oakley Room and Caversham Room. All spaces are suitable for cocktails, dining, product launches, trade exhibitions and AGMs.

All areas are wheelchair accessible (apart from the auditorium Gallery level) and offer audio assistance for the hearing impaired.

Box Office set-up fee

£230

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.

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.

Deposits & on-sale date

When the booking is confirmed, a contract will be issued along with a request for payment of the deposit. 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 and box office set up fee, and return a signed contract, before this date.

Cadogan Hall fully reserves the right to participate in all priority booking periods. The venue reserves the right to publish and place on sale all performances at the beginning of any agreed priority period. Social media and PR embargoes can be arranged through prior arrangement.

External agency ticket allocations

All requests for ticket allocations, to be provided to external ticketing agents for the purpose of sale (whether through traditional allocation or API integration), must seek approval of Cadogan Hall. All ticket sales via external agents must be recorded through the venue's box office to ensure accurate accounting. Cadogan Hall reserves the right to limit the total number of ticket allocations issued on any occasion. Agents will be required to provide their own stock and when possible, reduce or eliminate the need for COBO (care of box office) collections.

On all occasions, the promoter will be required to settle box office income generated by external agents with those agents directly. Unless told otherwise, the venue will consider agent sales to be at full face value when calculating PRS deductions. The distribution and sale of tickets outside of the venue's approval is strictly prohibited and in breach of Cadogan Hall's Standard terms and conditions.

Credit card charges

You must pay 100% of all 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) if the works being performed or the music that is being used, are in copyright and if recorded media is used during your event, including music used for artists walking on and off stage. If there is a live music performance in the foyer, additional PRS charges may be due. Please note that we do not declare our transaction fees to the PRS (only relevant to the LP tariff).

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 from www.gov.uk/browse/visas-immigration/work-visas.

Child Performance Licences & BOPA's

If children are involved in a public performance, a BOPA (Body of Persons Approval) or Child Performance Licence may be required. Please ensure that the necessary arrangements are made if they are applicable for your event. Further information can be found here:

www.rbkc.gov.uk/children-and-education/schools/access-education/body-persons-approval-bopa

Withholding tax for people who do not live in the UK

Every promoter employing artists living outside the UK will be subject to 20% 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, if you have successfully applied for an exemption prior to the date of the performance or if the money handed over on settlement is less than the personal allowance threshold. For more information on Withholding Tax, contact the Centre for Non-Residents, Foreign Entertainers Unit – the contact details are included in the Performers Residency Form (p. 23), which must be completed.

Audio recording & rehearsal

Recording and rehearsal sessions can be booked in 4.5 hour slots (09:00-13:30 & 14:00-18:30). These timings will be subject to change on Sundays due to the venue's operational hours.

The time slot allows for technical-in, rehearsal/recording and technical out.

- A single (AM) morning session (4.5hrs including get in and out)
(stage extension will not be available) **£700**
- A full day (AM & PM) session (9.5hrs, 09:00-18:30 including get in and out) **£1,575**
- Isolated afternoon (PM) & evening (EVE) sessions are subject to availability **P.O.A.**

Additional usage

- **Prep and pre-rig days, when required**
 - **Extra hourly charges:** for each hour on top of the hours laid out above, plus costs **Negotiable**
- £230**

Hire charges – extra spaces

- Culford Room (500 standing, 150 dining and 120 theatre-style) **£1,930**
- Caversham Room (70 standing, 50 dining and 40 theatre-style) **£490**

Merchandise commissions

- Programme commission **12% on gross sales**
- Merchandising commission **15% on gross sales**

All charges are subject to VAT.

Schedule of charges | 2021

All charges are shown Net
and subject to VAT @ 20%

Hire

Main auditorium	
All day hire and one performance	£4,350
Half day hire and one performance	£4,150
Extra performance	£1,625
Bank holiday supplement	P.O.A.
Additional hours on top of hire (per hour)	£230

Audio recording or rehearsal:	
• Single morning session (4½ hours)	£700
• Full day session (9½ hours)	£1,575
• Isolated afternoon & evening session	P.O.A.

Additional spaces	
Hire of Culford Room per day (12 hours inclusive of set and clear)	£1,930
Hire of Caversham Room per day (12 hours inclusive of set and clear)	£490

Box Office

Custom seating plan	£360
Custom ticket design	£270
Full ticket batch print	£69

Marketing

Box Office set up fee	£230
Brochure entry	£455
Solus email	£345
Website advertising per day	£69
Website advertising per week	£440
Foyer screen advertising	£345
Poster takeover	P.O.A.
Direct mailing data processing charge	£157
Social media advertising administration charge	£157

Front of House

Bar charges	
Bar staff per staff member (min. 4-hour call)	£92
Bar staff per hour per staff member thereafter	£23
Portable PA anywhere within the Hall – playback only	£135
Portable PA anywhere within the Hall – with mic	£205

Price list for all drinks and snacks provided upon request.

Corkage charges	
Champagne (per bottle)	£33
Wine (per bottle)	£16.50
Prosecco (per bottle)	£21
Beer (per bottle)	£3.30
Soft drinks (per drink)	£1.80
Spirits (per bottle)	£13

Additional bar charges	
Post-concert bar	£410
Overnight storage of items, per day	£81
Porter/removal of furniture	£130

Additional cleaning & security	
Cleaning fee (due to extra cleaning required, not requested)	£440
2 additional cleaners for 2 hours (Monday to Friday)	£130
4 additional cleaners for 2 hours (Monday to Friday)	£260
2 additional cleaners for 2 hours (weekends & bank holidays)	£210
4 additional cleaners for 2 hours (weekends & bank holidays)	£336
2 additional security guards, min. 5-hour call (Monday to Sunday)	£210
2 additional security guards, min. 5-hour call (bank holidays)	£420

Technical

Facility fees	
Private audio / video recording / archive use only	£460
Streaming / online promotional use only	£565
Commercial audio recording or broadcast	£975
Commercial video recording or broadcast or webcast	£2,625

Piano tuning	
09:00 – 17:00	£126
17:00 +	£136
Weekends	£150
Bank holidays	£160
Tuning and tuner to attend (evening concert only)	£270
Tuning and tuner to attend for extended session	P.O.A.

Staging	
Harlequin black lino flooring	£480
Stage extension	£630
Lit stands	
1 – 5	free
6 – 20	£76
21+	£105

Chairs	
If more than 100 chairs required, additional charge per chair	£3.90

Other charges - photocopying	
Black & white (over 10 pages) – per page	£1.15
Colour (over 10 pages) – per page	£4.40

Storage of equipment	
Item per day	£80

Standard technical charge (per event)	
	£515
<i>This charge covers unlimited use of all the items listed below (*) per day. It is possible to book these items individually.</i>	
Sound	
*Additional cabled mics (per unit)	£21
*DI box (per unit)	£21
*Radio – handheld or lapel mics (per unit)	£80
*Additional monitor mixes per pair	£105
Lighting	
*Moving lights (per unit)	P.O.A.
*Hazer (per session)	£105
*Use of laptop	£105
*Floor cans / extra profiles	£19

Extras not included in the Standard technical charge	
Christie (projector) and screen	£470
Follow spot hire (per spot)	£135
Foyer projector and screen	£135
Portable PA anywhere within the Hall – playback only	£135
Portable PA anywhere within the Hall – with mic	£205
Surtitle machine	£330

Staffing	
Stage crew (4 hour minimum call)	£31.50/hr
Load in/out crew	P.O.A.
Additional AV, lighting or sound operator	
Up to 8 hours (4 hour minimum call)	£53/hr
Per day	£490
Follow spot operator	
1 – 4 hours	£147
4 – 9 hours	£267
Additional hours over 9	£29

Penalty charges

Late return of contract	£345
Late return of technical schedule	£95
Dressing room key replacement – per key	£58
Towel replacement – per towel	£26
No interval fee	£1,730
Curfew overrun fee	£2,100

What we need from you

When setting up your event, please send through the following:

- Completed concert information sheet
- High-res landscape image (minimum 300 dpi)
- Landscape image for website (minimum 72 dpi) – minimum 750px x 560px. (We would prefer images with no text. If you must include text in your image, please ensure it is centred, as the image will be cropped automatically to a square thumbnail size on the website and may crop off text.)

Printed materials

We can display the following on a rotation basis:

- 200-500 A5 flyers. We recommend a paper stock of minimum 250gsm for the flyers to stand up easily in the racks.
- One A0 poster for display outside the Hall on a rotation basis. If your poster arrives within a week of your event date, please note we cannot guarantee maximum exposure. Please note we will not display any poster sizes other than A0.

When producing printed materials or advertising for your event, please ensure you include the following information:

- Cadogan Hall logo (see [logos and guidelines](#))
- Cadogan Hall website: cadoganhall.com
- Box Office telephone number: 020 7730 4500
- Date, time, venue
- If you list ticket prices, please include the following text: 'Transaction fees apply'

All printed materials must be circulated to Cadogan Hall for approval prior to printing (allow 3 working days).

Please send your flyers and poster FAO Bethan Lloyd-Thomas. Ensure you let us know to expect them.

Any flyers or posters left after your event will be recycled after three days.

Programmes

If you are producing a programme for your event, please refer to our [programme guidelines document](#). Please ensure your programme is delivered the day before your event, FAO Walter Morrison.

Resources

Please see [promotional images of Cadogan Hall](#) for you to use. Please ensure you credit the appropriate photographer.

Marketing services we provide as standard

Once you have paid your Box Office Set up Fee (**£230**), the following marketing services are included:

- Set up and ticketing of your event through Cadogan Hall's Box Office and website
- Optional on-site marketing via flyers and posters
- Email marketing: inclusion in at least one email to a relevant e-list (see emails section for further information)
- Social media: reposting of tagged posts on Facebook, Twitter and Instagram as appropriate. Co-hosting events on Facebook (see social media for further information)

Additional marketing support available:

Cadogan Hall brochure entries

We produce four main brochures per year:

Brochure	Publication date	Rough design / proofing dates
September – November	19 August	June-July
December – February	1 November	September-October
March – May	1 February	December-January
June - August	1 May	March-April

These are mailed out to the people on our database who have requested to receive information by post, and have booked in the last 3 years (currently about 13,000). They are also distributed widely around London and in the Hall itself.

A half page entry in the brochure is **£455**. Please include all necessary details in the Concert Information sheet (pp. 10-11).

Cadogan Hall marketing staff will be in touch to check if you would like to be included in the brochure before the brochure production begins. Please note copy provided will be amended as appropriate to suit house style.

Website advertising

Your event will automatically receive its own event page on the Cadogan Hall website. There is the option to promote your event as the 'Featured event' on our homepage for a fee of **£69 per day/£440 per week**, for a maximum period of a week, subject to events already scheduled.

Foyer screen advertising

There are eight screens in the public areas of Cadogan Hall. Cadogan Hall marketing department uses these for advertising forthcoming events. If you would like exclusive use of the screens during your event the charge is **£345** (where available).

Direct mail

Please get in touch with libby.papakyriacou@cadoganhall.com if you would like to undertake a direct mail. We offer segmentation based on previous booking history, and can target the data as appropriate. Please note we only work with selected mailing houses with which we have existing data sharing agreements with to fulfil direct mailings. There is a data processing charge of **£157** payable to Cadogan Hall on top of any costs quoted independently by the mailing house.

Emails

We send regular emails to our database to the following segments:

Dance / Performance	Orchestral	Early Music
Spoken Word / Literature	Chamber / Recital	Family Events
Jazz / Blues	Vocal / Opera / Choral	Free Events
Musical Theatre	Rock / Pop	Folk / World

Your event will feature in at least one of these emails (very likely more than one) as a matter of course.

Cadogan Hall may send out solus emails segmented by audience preferences on request. We prefer not to send solus emails unless the required audience segment is highly specific. Data selections for the regular emails listed above will always take priority over solus emails. If you would like to discuss a solus email, please note it must be booked in with Cadogan Hall at least one month before sending. The data segmentation and design cost of a solus email is **£345**.

To discuss booking in a solus email, please contact malcolm.rycraft@cadoganhall.com

Encore discounts

We have regular contact with members of our Friends' scheme, ENCORE, and would be glad to publicise discounts to them. Please include details of your ENCORE discounts in your hirer's form.

Social media

If you would like your event to appear within our Facebook events section, we would expect you to set up the event and add us as co-hosts. We will endeavour to share posts we have been tagged in on our own platforms. If you have any particular social media plans or content, please contact bethan.lloyd-thomas@cadoganhall.com. Please note we may amend social media content for consistency across our channels.

If you would like to undertake any Facebook advertising, please note there is an administration charge of **£157** per campaign. Additional costs for the campaign will also be recharged.

Further contacts

We can provide contacts for advertising, distribution and papering on request.

If you would like to arrange any of the above marketing items or have any questions, please contact:

Libby Papakyriacou
Head of Sales and Marketing
libby.papakyriacou@cadoganhall.com
Direct line: +44 (0)20 7824 7605

Cadogan Hall event information sheet

When complete, please send this form to Adam McGinlay, Managing Director
Email: adam.mcginlay@cadoganhall.com, direct line: +44 (0)20 7824 7601.

If you wish your event to be included in Cadogan Hall's brochure, please note that a half page entry for 2021 is **£455** plus VAT. Please contact Libby Papakyriacou, Head of Sales & Marketing, to request this.
Email: libby.papakyriacou@cadoganhall.com, direct line: +44 (0)20 7824 7605.

<p>Date and time</p> <p><i>e.g. Tuesday 5 July, 19:30pm</i></p>	
<p>Event title</p> <p><i>If no specific title please use orchestra or organisation name. Where appropriate a subtitle may be given. e.g.</i></p> <p><i>Royal Philharmonic Orchestra Beethoven Gala</i></p>	
<p>Performers / Billing</p> <p><i>Please enter key names/ensembles in the following order:</i></p> <ul style="list-style-type: none"> - soloist followed by instrument/discipline - other ensembles - conductor <p><i>Please note: 5 billings max.</i></p> <p><i>e.g.</i> <i>Emma Johnson, clarinet</i> <i>Dirk Joeres, conductor</i></p>	
<p>Programme</p> <p><i>Composer surname followed by work (catalogue number only if needed for clarification)</i></p> <p><i>e.g. Haydn Symphony No. 94, 'Surprise'</i></p>	
<p>Running time</p> <p><i>e.g. 2 hours including interval (min. 20 mins)</i></p>	
<p>Ticket prices</p> <p><i>Most expensive to cheapest,</i> <i>e.g. £35, £28, £20, £10</i></p>	
<p>Concessions / Special deals</p> <p><i>When listing concessions, please indicate to whom they apply, e.g. Senior Citizens/Students</i></p> <p><i>Would you be willing to offer a discount to ENCORE Members (Friends of Cadogan Hall)?</i></p> <p><i>e.g. Concessions: £2 off ENCORE Members: £5 off top price tickets Book two or more RPO concerts and receive up to 30% discount on tickets.</i></p>	
<p>Website address / Related links</p> <p><i>e.g. www.rpo.co.uk</i></p>	

Copy

100 words max which best describes your event.
Please note if you have many soloists to list this will limit your space for copy. See cadoganhall.com for current examples.

Age restrictions

Please specify the age restriction for this performance, as follows:

- 7+** Our standard age restriction. Unless specified, this age restriction will apply. No children under the age of 7 will be permitted into the auditorium
- 14+** This performance may contain adult content. Parental guidance advised.
- FF** This performance is family friendly. Babes in arms (children up to 2yrs of age) are permitted to share a seat with each full paying adult. Children aged 2 years or more will require a paid ticket and seat. Booster seats are available on request.

Event image

e.g. Please supply a hi-resolution image (min. 300ppi) which best represents (and will help to sell) your event. Please do not include text and avoid logos, sponsors names, etc.

File formats: jpg, tif, pdf, eps.

If your file is too large to email, please use wetransfer.com, transferrnow.net or dropbox.com

Seat holds / Additional notes

Please consider any tickets that you would like holding off sale, e.g. for sponsors, press or key stakeholders.

Technical holds: If the stage extension, sound desk or speaker stack holds are required, please make note of this here. If the stage extension is required, the first 4 rows of the central Stalls will be unavailable (82 seats).

Contact details

Please supply your name, phone number and email address.

Event requirements form | 2021

All charges are shown Net
and subject to VAT @ 20%

This form should be returned no later than six weeks prior to the event. Failure to do so may result in your requirements not being met.

Please return to events@cadoganhall.com.

Name of event:	
Date of event:	
Promoter:	
Address:	
Contact name: (for technical purposes)	
Contact telephone:	
Contact email:	
Contact address: (if different from above)	

Schedule (please specify times)

Access/Technical get-in:

This cannot be earlier than the contracted get-in time.

Additional time may incur additional charges, as per our Schedule of Charges.

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

Pre-concert talk (if applicable): Room:

Event start:

Foyer doors open to ticket holders 90 minutes before the event start time and close 30 minutes after the event.

Auditorium doors open 30 minutes prior to performance.

Latecomer admission:

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

Interval (time in length): From: To:

Intervals are required and are typically 20 minutes in length. Please indicate if more than one interval is required.

If you would like to proceed without an interval, you would incur a no-interval fee of £1,730.

Event end:

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

Stage Get-out end time:

This must not exceed 23:00 on Monday to Saturday or 22:00 on Sunday due to our building curfew.

If these hours are exceeded, penalty charges will be applied in line with our Schedule of Charges (pp. 5-6).

Staging requirements

Number of performers including artists, guest soloists and conductors:

Stage extension required: (11ft deep x 36ft wide addition to front of stage) Yes No **£630**

Stage extension use must be confirmed prior to the event going on sale as 82 seats must be held off sale (central Stalls AA-DD). If added later, this facility may not be available.

Orchestration:

Number of music stands: (maximum 80) free of charge

Number of lit music stands: (maximum 45) 1-5: **free**; 6-20: **£76**; 21+: **£105**

Choir seating: Seats Risers Both

The risers can accommodate a capacity of 51 people seated and 60 people standing and be assembled in a variety of configurations.

Total in choir:

Total number of chairs (orchestral & choir):

If over 100 chairs required, additional chairs are available at £3.90 per chair, upon request

Are you looking to provide your own orchestral/choir risers: Yes No

Staging company:

Contact:

Contact phone / Email:

Steinway Concert D grand piano required: Yes No

This piano is available only for use in the auditorium. There is no charge to use this piano but tunings are an additional charge. Please note that prepared piano work & plucking of the strings is not permitted on the in-house pianos.

Piano tunings: Yes No If yes, your preferred time:

Please note that the charges for piano tunings are as follows:

09:00 – 17:00	£126	Tuning and tuner to attend concert only	£270
17:00 +	£136	Tuning and tuner to attended extended session	P.O.A.
Weekends	£150		
Bank holidays	£160		

Harlequin black lino flooring: Yes No **£480**

PLEASE PROVIDE A PLAN OF YOUR REQUIRED STAGE/FLOOR LAYOUT.

Standard technical charge: Yes No **£515**

Paying the Standard Technical Charge (STC) will allow use of all mics, monitors and hazer. Otherwise items will be charged individually.

Recording requirements

Do you intend to record the concert? Yes No

If any holds are required for recording/camera equipment, please contact the Box Office to ensure that the required seats are held back from sale as soon as possible. Please see p. 2 for details of the seat holds.

What will the recording be used for? Please specify:

- | | |
|---|---------------|
| <input type="checkbox"/> Private archive use only | £460 |
| <input type="checkbox"/> Streaming or online promotional use only | £565 |
| <input type="checkbox"/> Commercial audio recording or broadcast | £975 |
| <input type="checkbox"/> Commercial video recording, broadcast or webcast | £2,625 |

Are you looking to provide your own recording arrangements? Yes No

Recording company:

Contact:

Contact phone / email:

Within the private archive charge we can provide a basic recording of the performance. Please contact the Technical Department for details.

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.

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.

Hirers must furnish the following documentation prior to installation:

Risk Assessment, Method Statement, Health & Safety Policy, and Insurance Cover.
For any queries with this please contact Head of Operations.

Programmes

Number of programmes: Price:

We ask that programmes be delivered to the Hall, Stage Door, by 12 noon 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 £74 per day will be applied. Cadogan Hall charges 12% commission + VAT on all programmes sold.

List programme with timings: please use additional sheet or PRS form, as required.

Merchandise

Type: Price per item:

Merchandising terms & conditions available on request from the Front of House department. Cadogan Hall charges 15% commission + VAT on all merchandise.

Photographers

Will any photographers or press need access to the auditorium during set-up, rehearsal and performance?

Yes No Details:

Press/Visitors Passes are issued from security at stage door, upon request. For security reasons, we ask all promoters to provide a signing-in list. All authorised persons will be provided with a branded wristband which must be available for inspection at all times. "Access All Areas" and press passes can be provided by security, if required. Additions to the signing-in list must be approved by the promoter.

Reception requirements | 2021

All charges are shown Net and subject to VAT @ 20%

Name of event:	
Date of event:	
Promoter:	
Address:	
Contact name:	
Contact telephone:	
Contact email:	

Receptions

Access to Front of House hospitality areas cannot be earlier than the contracted get-in/rehearsal time. Additional time may incur additional charges in line with the Schedule of Charges.

Pre-concert: Yes No

Please specify location: Caversham / Culford / Oakley

Interval: Yes No

Please specify location: Caversham / Culford / Oakley

Post-concert: Yes No

Please specify location: Caversham / Culford / Oakley

Bar & waiting staff: Yes No If yes, how many?

(4 hours minimum & overtime charged at the normal hourly rate)

£92 per staff member

£23 per hour per staff member thereafter

Front of House sound

Portable PA anywhere within the Hall (playback only): Yes No If yes, how many? **£135**

Portable PA anywhere within the Hall (with mic): Yes No **£205**

Private room hire (Caversham Room): Yes No **£490**/event, or **£130**/hour

Post-concert bar: Yes No **£410**

Overnight storage of items: Yes No Per day per item **£81**

Porter/removal of furniture: Yes No Per 4-hour call out **£130**

Corkage fees

Champagne (per bottle) **£33** Wine (per bottle) **£16.50**

Prosecco (per bottle) **£21** Beer (per bottle) **£3.30**

Soft drinks (per drink) **£1.80** Spirits (per bottle) **£13**

Cadogan Hall list of accredited suppliers

The Hirer is required to use caterers from the Hall's approved list only. All of the following 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: Hannah Botsford

Tel: 020 7733 3151

www.bluestrawberry-tabletalk.co.uk

Parsons Creative Food

107/108 Avro House

Havelock Terrace

London

SW8 3NS

Contact: Katie Parsons

Tel: 020 7720 3336

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

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. Should you wish to engage an alternative caterer, you will require the express permission of the Hall and they will need to be assessed by the Front of House Manager.

Reception/hospitality terms & conditions

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.

Technical/Backstage additional information | 2021

Curfew	The operating times of Cadogan Hall are 9am–11pm Monday to Friday. 10am–10pm on Sunday. Clients are not permitted in the building prior to the contracted hours. All artists, staff and equipment must be clear of the building outside these times and no later than the operating times stated above. Under no circumstances are after-show parties to be held in dressing rooms backstage. If you are having an after-show event, please contact the Front of House department.
Smoking	We are a non-smoking, non-vaping building.
Parking	Cadogan Hall has no dedicated parking. If you need to suspend bays for commercial vehicles only , please contact The Royal Borough of Kensington and Chelsea's parking department quoting parking meter 312 using this link: www.rbkc.gov.uk/parking-transport-and-streets/suspensions/parking-suspensions Cadogan Hall will not book bays on your behalf. For personal vehicles, please see our website for available options.
Load in	This is via a small step from street level into a lift. Please see Technical Specifications for dimensions.
Shore power	There is a 63a 3P+N+E ceeform available. Please ensure that you supply the correct adapters to accommodate your requirements. Cadogan Hall is not responsible for the routing of any cable. Cable mats/signs are again the hirer's responsibility.
In-house technical support	Included in your hire (for performances) are 2 members of staff. One of these must be the Stage Manager, the other can do sound or lights, but not both. Please specify what you require and do not assume that a lighting engineer can do sound, and vice versa. You will be charged for additional staff in line with the Schedule of Charges. Cadogan Hall staff do not work outside of the building due to insurance limitations.
Local crew	Cadogan Hall can book crew on your behalf and recharge you via the settlement process. Any crew requests must be confirmed in writing before we will book them. Cadogan Hall uses The Production House for crew.
Rigging	Cadogan Hall has no rigging facilities. Equipment can't be attached or flown from the house truss.
Control positions	Please see Technical Specifications.
Patching/ Multi core runs	Please see Technical Specifications.
Lighting, Sound & AV	Please see Technical Specifications. Misuse of the house equipment may result in charges being applied. Additional equipment is the hirer's responsibility.
Pyrotechnics, etc.	Cadogan Hall is not allowed to use any pyrotechnics, naked flame, cigarettes or vaping on stage. No compressed gases are allowed in the building. Haze/smoke machines can be used.
Risers	Please see Technical Specifications.
Stage	Please see Technical Specifications.
Storage	Cadogan Hall has very limited storage backstage. No equipment may be delivered outside of your contracted hours without prior agreement. Failure to comply will incur penalty charges.
Piano	Cadogan Hall has a Steinway Model D concert grand for use on stage only. There is a warm up piano (Steinway upright Model V) located in Dressing Room 3. We will only allow Steinway and Son to tune our pianos (additional charges will be applied). Please note that prepared piano work and plucking of the strings is not permitted on any in-house piano. Any damages incurred must be paid for.
Auditorium	Cadogan Hall is a seated venue, we can't accommodate a barrier.

Backstage access	For security reasons, we ask all promoters to provide a signing-in list of all authorised persons. They will be provided with a branded wristband on signing in which must be available for inspection at all times. Additions to the signing-in list must be approved by the promoter. Only people with branded wristbands will be able to access the backstage areas from either the Stage Door or auditorium. Any unauthorised persons must use Stage Door for access.
Dressing rooms/ production	Cadogan Hall has 6 rooms in total. Keys are available from Stage Door security. Dressing Rooms 1 & 2 are located at stage level via a small number of steps, they are both en suite. Dressing Rooms 3 – 6 are located at lower ground, accessed by lift or stairs. There are 2 small rooms: Dressing Room 3 has an en suite toilet and a warm up piano; Dressing Room 6 has cabled internet. Dressing Rooms 4 & 5 are larger chorus rooms. Cadogan Hall will not accept any liability for dressing room content.
Drinking water	There is drinking water located behind the stage and in the dressing room area in the lower ground.
Tea & coffee	Complimentary tea and coffee for two persons is provided in Dressing Rooms 1, 2 & 3.
Showers	Showers can be found in Dressing Rooms 1, 2 & 3. They are also located in the lower ground bathrooms.
Towels	Cadogan Hall has a small number of mixed size towels available.
Foyer access	Front of house areas may be accessed via the pass door between Dressing Rooms 4 & 5 by using a fob key which can be signed for at Stage Door. Any keys/fobs not returned will be charged back to the client via the settlement.
Wireless access (wifi)	Wifi is provided, subject to availability. Please choose 'Cadogan Hall Guest' from the list of available wifi, open your browser, and sign in with your email address.
Fire extinguishers	Cadogan Hall will not supply additional extinguishers. If your risk assessments require dedicated firefighting equipment please ensure that you supply them.
Rubbish bins	Cadogan Hall has 2 bins that can be used. Due to restrictions on the venue these can't be used on stage during a performance.
First aid / Medical	Please contact stage door if you require a first aider. Cadogan Hall does not keep details of medical practitioners who will visit the venue.
Ice	If you require ice please contact the Front of House department prior to your visit.
FOH staff	Please contact the Front of House department.
Merchandise	Please contact the Front of House department.
Catering	Please contact the Front of House department.
Security	For additional security, please contact the Head of Operations.
Cleaning	For additional cleaning, please contact the Head of Operations.
Health & Safety	For additional Health & Safety queries, please contact the Head of Operations.
Deliveries	All deliveries and postage must be pre-approved by a member of Cadogan Hall staff. Unauthorised deliveries will not be accepted. For larger items, a member of the promoting party must be on site to accept delivery.

Useful contacts:		
Technical Department	technical@cadoganhall.com	020 7824 7536
Front of House Department	foh@cadoganhall.com	020 7824 7602
Box Office	marc.hammond@cadoganhall.com kate.bonynge@cadoganhall.com	020 7824 7604 020 7824 7614
Concerts Manager	rebecca.stewart@cadoganhall.com	020 7824 7607
Head of Operations	joanna.batt@cadoganhall.com	020 7824 7603

Front of House additional information | 2021

Hall staff	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.
Use of pass door	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. Branded wristbands must be available for inspection in order to gain access to all Front of House areas at all times.
Licensing	Hirers are requested to make sure that they are cognizant with the special licence restrictions demanded by the Royal Borough of Kensington and Chelsea.
Decoration	Floral arrangements, banners and display material may all be used, subject to confirmation with the Front of House Manager.
Access	Wheelchair and disabled access to the stalls is via a lift. There is no lift access to the gallery.
Bar	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.
First aid	Facilities are provided by members of the Front of House department on duty in the Hall. Please contact a member of the Front of House department if attention is needed.
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.
Cloakroom	Cloakroom facilities at Cadogan Hall are free to clients. Customers may leave coats and personal items at a charge of £1 per item.
Behaviour	Hirers are reminded that Cadogan Hall is in a residential area and at all times residents should be shown courtesy. Cadogan Hall does not accept threatening or aggressive behaviour towards patrons or staff. In such cases, Cadogan Hall will call the police.
Smoking	Smoking is not permitted anywhere at Cadogan Hall.
Mobile phones	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.
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.
Children	Cadogan Hall welcomes children. However, please be aware that they require their own ticket. Babes in arms will only be admitted to certain family concerts and babies will also require their own ticket. 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 should be stated in accompanying publicity, or on application from the Box Office.
Curfew	All persons must be clear of the building by 11pm (Mon–Sat) and 10pm (Sun).
Charities & Hirer's staff	For charitable events, please note the following, with regards to the volunteers/staff: <ul style="list-style-type: none"> • Please provide a list of names for security purposes • FOH passes must be obtained from Security • Volunteers must be smartly dressed and easily identifiable (e.g. no jeans, trainers or logo T-shirts) • No shaking of buckets allowed • No consumption of alcohol • All monies collected must be removed from Cadogan Hall before the venue is closed
Deliveries	All deliveries and postage must be pre-approved by a member of Cadogan Hall staff. Unauthorised deliveries will not be accepted. For larger items, a member of the promoting party must be on site to accept delivery.

Public liability insurance declaration form | 2021

(For all events in the auditorium)

THIS FORM SHOULD BE RETURNED ON SIGNING OF THE CONTRACT.

Date of hire: Event:

Name of hiring company or individual:

Contact Name: Telephone No.:

Address:

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 Sekforde Court, 217 St John Street, London EC1V 4LY. Telephone: 020 7251 2255. Email: enquiries@gordonandco.co.uk

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)

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Signed: **Date:**

Name: (PLEASE PRINT)

Address:

For and on behalf of:

Please certify with insurance company official stamp.

UPON COMPLETION PLEASE SEND THIS FORM TO:

Rebecca Stewart
Concerts Manager
Cadogan Hall
5 Sloane Terrace
London SW1X 9DQ
rebecca.stewart@cadoganhall.com

Public liability insurance declaration form | 2021

(For closed rehearsals / workshops / talks)

THIS FORM SHOULD BE RETURNED ON SIGNING OF THE CONTRACT.

Date of hire: Event:

Name of hiring company or individual:

Contact Name: Telephone No.:

Address:

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 £2,000,000 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 Sekforde Court, 217 St John Street, London EC1V 4LY. Telephone: 020 7251 2255. Email: enquiries@gordonandco.co.uk

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 £2 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.

UPON COMPLETION PLEASE SEND THIS FORM TO:

Rebecca Stewart
Concerts Manager
Cadogan Hall
5 Sloane Terrace
London SW1X 9DQ
rebecca.stewart@cadoganhall.com

Cadogan Hall staff contact information sheet

General/Building Management, Finance & Administration			
Adam McGinlay	Managing Director	adam.mcginlay@cadoganhall.com	020 7824 7601
Joanna Batt	Head of Operations	joanna.batt@cadoganhall.com	020 7824 7603
Rebecca Stewart	Concerts Manager	rebecca.stewart@cadoganhall.com	020 7824 7607
Martina Hracka	Accounts Assistant	martina.hracka@cadoganhall.com	020 7824 7520
Main Administration telephone:			020 7730 5744

Marketing Department (for all marketing, press and advertising queries)			
Libby Papakyriacou	Head of Sales & Marketing	libby.papakyriacou@cadoganhall.com	020 7824 7605
Malcolm Rycraft	Digital Marketing Co-ordinator	malcolm.rycraft@cadoganhall.com	020 7824 7610
Bethan Lloyd-Thomas	Marketing Officer	bethan.lloyd-thomas@cadoganhall.com	020 7824 7615

Box Office Department (for all ticketing queries)			
Marc Hammond	Box Office Manager	marc.hammond@cadoganhall.com	020 7824 7604
Kate Bonyng	Assistant Box Office Manager	kate.bonyng@cadoganhall.com	020 7824 7614
Nigel Roake	Box Office Assistant		
Luke Todd	Box Office Assistant		
Karl Wilson	Box Office Assistant		
Nassos Chalmoukis	Box Office Assistant		
Box Office main telephone:			020 7730 4500

Technical Department (for all technical queries including backstage, staging, recording, lighting, sound and parking)			
Preferred email address (goes to all Technical staff members)		technical@cadoganhall.com	
Technical telephone (calls every Technical staff members extension):			020 7824 7536
James Tapping	Head of Production	james.tapping@cadoganhall.com	020 7824 7609
Harry Spillett	Production Manager	harry.spillett@cadoganhall.com	020 7824 7611
Phil Jackson	Production Manager	phil.jackson@cadoganhall.com	020 7824 7608
Roz Malyon	Assistant Production Manager	roz.malyon@cadoganhall.com	020 7824 7618
Ben Allen	Technician	ben.allen@cadoganhall.com	020 7824 7521

Front of House Department (for all front of house queries including programmes, merchandise, receptions and catering)			
Walter Morrison	Front of House Manager	walter.morrison@cadoganhall.com	020 7824 7602
Stephan George	Assistant Front of House Manager	stephan.george@cadoganhall.com	020 7824 7612
Hugo Foster	Front of House Assistant	hugo.foster@cadoganhall.com	

Stage Door security (for lost property and load-in queries):		securitydesk@cadoganhall.com	020 7824 7600
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