



C A D O G A N H A L L

Appendix 1 — Hirer's Pack | 2022 | 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:

• Introduction, capacities and hire charges	pp. 1-4	FOR YOUR INFORMATION
• Schedule of charges	p. 5-6	FOR YOUR INFORMATION
• Marketing information	p. 7-9	FOR YOUR INFORMATION
• Event on sale information form (ticketed events)	pp. 10-12	COMPLETION REQUIRED
• Event requirements	pp. 13-17	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
- Backstage requirements

• Reception requirements Terms & conditions	pp. 18-19	COMPLETION REQUIRED (IF APPLICABLE)
• Technical/Backstage additional Information	pp. 20-21	FOR YOUR INFORMATION
• Front of House additional information	p. 22	FOR YOUR INFORMATION
• Public liability insurance declarations	pp. 23-24	COMPLETION REQUIRED
• Performers residency form	p. 25	COMPLETION REQUIRED
• Cadogan Hall staff contact list	p. 26	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)	50	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 are 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. 6).

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.

• Full day (from 9am Monday-Saturday and from 10am Sunday) and one performance	£4,560
• Half day (from 2pm) and one performance	£4,350
• Extra performance (for each performance)	£1,700
• 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 £240

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 under 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. 25), 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) | £735 |
| • A full day (AM & PM) session (9.5hrs, 09:00-18:30 including get in and out) | £1,655 |
| • 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
£240

Hire charges – extra spaces (dry hire only)

- Culford Room (500 standing, 150 dining and 120 theatre-style)
- Caversham Room (70 standing, 50 dining and 40 theatre-style)

£2,025
£515

Merchandise commissions

- Programme commission
- Merchandising commission

15% on gross sales
15% on gross sales

All charges are subject to VAT.

Schedule of charges | 2022

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

Hire

Main auditorium	
Full day hire and one performance	£4,560
Half day hire and one performance	£4,150
Extra performance	£1,700
Bank holiday supplement	P.O.A.
Additional hours on top of hire (per hour)	£240

Audio recording or rehearsal:	
• Single morning session (4½ hours)	£735
• Full day session (9½ hours)	£1,655
• Isolated afternoon & evening session	P.O.A.

Additional spaces	
Dry hire of Culford Room per day (12 hours inclusive of set and clear)	£2,025
Dry hire of Caversham Room per day (12 hours inclusive of set and clear)	£515

Box Office

Custom seating plan	£380
Custom ticket design	£285
Full ticket batch print	£75

Marketing

Box Office set up fee	£240
Brochure entry	£455
Solus email	£400
Website advertising per day	£72
Website advertising per week	£460
Foyer screen advertising	£360
Poster takeover	P.O.A.
Direct mailing data processing charge	£165
Social media advertising administration charge	£165

Front of House

Bar charges	
Bar staff per staff member (min. 4-hour call)	£96
Bar staff per hour per staff member thereafter	£24
Portable PA anywhere within the Hall – playback only	£140
Portable PA anywhere within the Hall – with mic	£215

Price list for all drinks and snacks provided upon request.

Corkage charges	
Champagne (per bottle)	£34
Wine (per bottle)	£17
Prosecco (per bottle)	£22
Beer (per bottle)	£3.45
Soft drinks (per drink)	£1.90
Spirits (per bottle)	£13.50

Additional bar charges	
Post-concert bar: contact FOH (min. spend applies)	P.O.A.
Overnight storage of items, per day	£85
Porter/removal of furniture	£136

Additional cleaning & security	
Cleaning fee (due to extra cleaning required, not requested)	£460
2 additional cleaners for 2 hours (Monday to Friday)	£136
4 additional cleaners for 2 hours (Monday to Friday)	£272
2 additional cleaners for 2 hours (weekends & bank holidays)	£220
4 additional cleaners for 2 hours (weekends & bank holidays)	£440
2 additional security guards, min. 5-hour call (Monday to Sunday)	£220
2 additional security guards, min. 5-hour call (bank holidays)	£440

Technical

Facility fees	
Private audio / video recording / archive use only	£480
Streaming / online promotional use only	£590
Commercial audio recording or broadcast	£1,000
Commercial video recording or broadcast or webcast	£2,700

Piano tuning	
09:00 – 17:00	£132
17:00 +	£142
Weekends	£155
Bank holidays	£165
Tuning and tuner to attend	P.O.A.

Staging	
Harlequin black lino flooring	£500
Stage extension	£630
Lit stands	
1 – 5	free
6 – 20	£80
21+	£110

Chairs	
If more than 100 chairs required, additional charge per chair	£4

Other charges - photocopying	
Black & white (over 10 pages) – per page	£0.75
Colour (over 10 pages) – per page	£1

Storage of equipment	
Item per day	£84

Standard technical charge (per event)	
<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)	£60
*Use of laptop	£110
*Floor cans / extra profiles	£10

Extras not included in the Standard technical charge	
Christie (projector) and screen	£490
Follow spot hire (per spot)	£70
Foyer projector and screen	£140
Portable PA anywhere within the Hall – playback only	£140
Portable PA anywhere within the Hall – with mic	£215
Surtitle machine	£345

Staffing	
Stage crew (4 hour minimum call)	£33/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	£360
Late return of technical schedule	£100
Dressing room key replacement – per key	£60
Towel replacement – per towel	£27
No interval fee	£1,800
Curfew overrun fee	£2,200

What we need from you

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

- Completed Event on sale information form
- High-res landscape image (minimum 300 dpi)
- Landscape image for website (minimum 72 dpi) – minimum 750px x 560px (we would prefer images without text and logos as these are illegible when the image is displayed at the smaller thumbnail sizes).

Printed materials

We can display the following on a rotation basis:

- 200-500 A5 flyers (we recommend paper stock of 200-250gsm so the flyers stand up better 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 in [Promoter Assets](#))
- 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 note, we reserve the right not to display promotional material on the basis of unacceptable content.

Please send your flyers and poster FAO Malcolm Rycraft. 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 Promoter Programme Guidelines document in [Promoter Assets](#). 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 (**£240**), 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	Approx. 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 (approximately 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 Event on sale information form (pp. 10-12).

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 **£72 per day/£460 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. You are welcome to provide a slide (jpg, png, gif) for display at appropriate events – the size is 1920px x 1080px at 150ppi. If you would like exclusive use of the screens during your event the charge is **£360** (where available).

Direct mail

Please get in touch with marketing@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 **£165** 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
Spoken Word / Literature
Jazz / Blues
Musical Theatre

Orchestral
Chamber / Recital
Vocal / Opera / Choral
Rock / Pop

Early Music
Family Events
Free Events
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 **£400**.

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 Event on sale information 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 malcolm.rycraft@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 **£165** per campaign. Additional costs for the campaign will also be recharged. Please note, we will not add you as an Advertiser for our account.

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:

Marketing Department

marketing@cadoganhall.com

Direct line: +44 (0)20 7824 7605

Event on sale information form

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 2022 is £455 plus VAT. Please contact the Marketing Department to request this.
Email: marketing@cadoganhall.com, direct line: +44 (0)20 7824 7605.

Date and time <i>e.g. Tuesday 5 July, 19:30</i>	
Event title / Subtitle <i>If no specific title please use orchestra or organisation name. Where appropriate a subtitle may be given. e.g.</i> <i>Royal Philharmonic Orchestra Beethoven Gala</i>	
Performers / Billing <i>Please enter key names/ensembles in the following order:</i> <i>- soloist followed by instrument/discipline</i> <i>- other ensembles</i> <i>- conductor</i> <i>e.g.</i> <i>Emma Johnson, clarinet</i> <i>Dirk Joeres, conductor</i>	
Programme <i>Composer surname followed by work (catalogue number only if needed for clarification)</i> <i>e.g. Haydn Symphony No. 94, 'Surprise'</i>	
Running time <i>e.g. 2 hours including interval (min. 20 mins)</i>	
Ticket prices <i>Most expensive to cheapest,</i> <i>e.g. £35, £28, £20, £10</i>	
Concessions / Special deals <i>When listing concessions, please indicate to whom they apply, e.g. Senior Citizens/Students</i> <i>Would you be willing to offer a discount to ENCORE Members (Friends of Cadogan Hall)?</i> <i>e.g. Concessions: £2 off</i> <i>ENCORE Members: £5 off top price tickets</i> <i>Book two or more RPO concerts and receive up to 30% discount on tickets.</i>	
Website address / Related links <i>e.g. www.rpo.co.uk</i>	

<h2>Copy</h2> <p>150 words max that best describe your event for the website. Please note, this may have to be edited down if you have many soloists or a long programme to list or if you wish to be included in our quarterly brochure. See cadoganhall.com for current examples.</p>	
<h2>Summary</h2> <p>A 250-character (35-40 word) paragraph summarising your event for the website What's On page: cadoganhall.com/whats-on e.g. include key repertoire or performers</p>	
<h2>Seat holds / Additional notes</h2> <p>Seat holds: please consider any tickets that you would like holding off sale, e.g. for sponsors, press or key stakeholders.</p> <p>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).</p> <p>Pre-concert talk: when, duration, where, who, topic, etc.</p> <p>Meet & Greet: when, duration, where, what's included, etc.</p> <p>Streaming: which website, when, ticket price, etc. Please note, the above may incur additional costs.</p>	

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, transfernow.net or dropbox.com

Contact details

Please supply your name, phone number and email address.

Event requirements form | 2022

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 a minimum of 30 minutes prior to performance.*

Latecomer admission:

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

Interval: Duration: From: To:

*Intervals are required and should be a minimum of 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 £1,800.*

Meet & Greet* (if applicable): Start time: End: No. of attendees:

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

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).*

*Please note, additional staffing costs may be incurred.

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: **£80**; 21+: **£110**

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 £4 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	£132	Tuning and tuner to attend
17:00 +	£142	
Weekends	£155	P.O.A
Bank holidays	£165	

Harlequin black lino flooring: Yes No £500

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

Standard technical charge: Yes No £540

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

Sound requirements

Cadogan Hall PA: Yes No

We will provide 1 cabled microphone and 1 pair of monitor wedges on 1 mix free of charge.

Wired microphones: Yes No If yes, how many? If STC not used, cabled mics £21 per unit

Radio microphones: Yes No If yes, how many?
(8 available) If STC not used, radio (handheld or lapel) mics £80 per unit

Foldback speakers: Yes No If yes, how many?
(6 available) If STC not used, £105 per pair

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

Sound company:

Contact:

Contact phone / email:

Lighting requirements

Cadogan Hall 'white' orchestral light: Yes No

This is standard unless otherwise specified

Colour wash lighting: Yes No

Follow spots required: Yes No If yes, how many? £70 each
(2 available)

Follow spot operators will be an additional charge:
1–4 hours, £147
4–9 hours, £267
Over 9 hours, £29 for every additional hour

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

Lighting company:

Contact:

Contact phone / email:

AV requirements

Projector & screen: Yes No £490

Use of screen will create sightline issues in certain seats. See p. 2 for details.

Surtitle machine: Yes No £345

Content and operator must be provided by client.

Laptop: Yes No £110

Presentations/media must be provided by the client.

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:

Private archive use only	£480
Streaming or online promotional use only	£590
Commercial audio recording or broadcast	£1,000
Commercial video recording, broadcast or webcast	£2,700

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 Adam McGinlay, Managing Director.

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 £85 per day will be applied. Cadogan Hall charges 15% commission + VAT on all programmes sold.

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

Merchandise

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 sold.

Seller required? Yes No Cadogan Hall provides one seller free of charge.

Additional sellers required? Yes No If yes, how many?

Additional sellers need to be booked in advance and will be charged at £96 plus VAT per seller (min. 4 hour call).

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 which must include the names of all authorised persons involved in the event. All persons on this list 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.

Backstage Requirements

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

Dressing rooms allocations, for signage

If provided in advance, the following allocations can be printed prior to your arrival at the venue.

Dressing Room 1 (en suite)

Dressing Room 2 (en suite)

Dressing Room 3 (toilet/warm up piano)

Dressing Room 4 (large chorus room)

Dressing Room 5 (large chorus room)

Dressing Room 6 (cabled internet)

Green Room (lift access to basement level)

Dressing Rooms 1 & 2 are located at stage level via a small number of stairs.

Dressing Rooms 3, 4, 5 & 6 and the Green Room are located on a level access at lower ground, accessed by lift or stairs.

There is an accessible toilet facility located next to Dressing Room 6.

Keys for all dressing rooms are available from Stage Door Security and must be returned before exiting the building. If not returned, penalty charges will be incurred (see p. 6).

Cadogan Hall will not accept any liability for dressing room content.

**Please provide (on a separate sheet) a complete list of anyone who requires access to the backstage areas.
Please email this list to securitydesk@cadoganhall.com**

For security and health & safety 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.

'Access All Areas' (AAA) passes can be provided by our stage door security, upon request. These must be available for inspection at all times. If you are using your own passes, please provide us with images of the authorised passes so we can brief our security guards accordingly.

Reception requirements | 2022

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 If yes, please specify location (Caversham/Culford/Oakley)

Interval: Yes No If yes, please specify location (Caversham/Culford/Oakley)

Post-concert: Yes No If yes, please specify location (Caversham/Culford/Oakley)

Please note that any post-concert activity is subject to the Front of House Manager's approval and may incur additional staffing costs. Minimum spend applies.

Bar & waiting staff: Yes No If yes, how many? £96 per staff member
(4 hours minimum & overtime charged at the normal hourly rate) £24 per hour per staff member thereafter

Front of House sound

Portable PA anywhere within the Hall (playback only): Yes No If yes, how many? £140

Portable PA anywhere within the Hall (with mic): Yes No £215

Private room hire (Caversham Room): Yes No £515/event, or £135/hour

Post-concert bar: Yes No P.O.A.

Please note that any post-concert activity is subject to Front of House Manager's approval and may incur additional staffing costs. Minimum spend applies.

Overnight storage of items: Yes No Per day per item £85

Porter/removal of furniture: Yes No Per 4-hour call out £136

Corkage fees

Champagne (per bottle)	£34
Wine (per bottle)	£17
Prosecco (per bottle)	£22
Beer (per bottle)	£3.45
Soft drinks (per drink)	£1.90
Spirits (per bottle)	£13.50

Cadogan Hall list of accredited suppliers

Please contact Front of House for a list of current approved suppliers and further information.

The Hirer is required to use caterers from the Hall's approved list only, all of whom comply with the relevant health and safety, food safety and hygiene legislation and 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.

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.
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 Front of House Manager or Marketing Department. 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, bar staff and on-site security. 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.
13. The reception can be paid via credit card on site on the day of the event, or the charges can be added to the final settlement invoice. If paid via card on site on the day of the event, no VAT charges are added.

Technical/Backstage additional information | 2022

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.
Catering	Please contact the Front of House department.
Child performers	Please ensure that the required BOPAs and/or Child Performance Licenses have been arranged. Please contact the Technical Department if you have any questions regarding your Risk Assessment and Safeguarding plan.
Cleaning	For additional cleaning, please contact Walter Morrison, Front of House Manager.
Control positions	Please see Technical Specifications.
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.
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.
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 in Dressing Rooms 4 & 4 in the lower ground.
Fire extinguishers	Cadogan Hall will not supply additional extinguishers. If your risk assessments require dedicated firefighting equipment please ensure that you supply them.
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.
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.
Front of House staff	Please contact the Front of House department.
Health & Safety	For additional Health & Safety queries, please contact Adam McGinlay, MD.
Ice	If you require ice please contact the Front of House department prior to your visit.
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.
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.
Load in	This is via a small step from street level into a lift. Please see Technical Specifications for dimensions.

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.
Lost property	Please email Stage Door Security at securitydesk@cadoganhall.com or call 020 7824 7600. Unclaimed property will be disposed of after a period of one month.
Merchandise	Please contact the Front of House department.
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/susensions/parking-susensions Cadogan Hall will not book bays on your behalf. For personal vehicles, please see our website for available options.
Patching/ Multi core runs	Please see Technical Specifications.
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 & Sons 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.
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.
Rigging	Cadogan Hall has no rigging facilities. Equipment can't be attached or flown from the house truss.
Risers	Please see Technical Specifications.
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.
Security	For additional security, please contact Adam McGinlay, Managing Director.
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.
Showers	Showers can be found in Dressing Rooms 1 & 2. They are also located in the lower ground bathrooms.
Smoking	We are a non-smoking, non-vaping building.
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. We reserve the right to refuse delivery/overnight storage of items.
Tea & coffee	Complimentary tea and coffee for two persons is provided in Dressing Rooms 1, 2 & 3.
Towels	Cadogan Hall has a small number of mixed size towels available.
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.

Useful contacts:		
Technical Department	technical@cadoganhall.com	020 7824 7536
Front of House Department	foh@cadoganhall.com	020 7824 7602
Box Office	boxoffice@cadoganhall.com	020 7824 7604/14
Concerts Manager	rebecca.stewart@cadoganhall.com	020 7824 7607
Managing Director	adam.mcginlay@cadoganhall.com	020 7824 7601

Front of House additional information | 2022

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.
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.
Charities & Hirer's staff	<p>For charitable events, please note the following, with regards to the volunteers/staff:</p> <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
Children	Cadogan Hall welcomes children. However, they require their own ticket and cannot be unsupervised. Babes in arms will only be admitted to certain family concerts and babies will also require their own ticket and must be supervised at all times. Cadogan Hall reserves the right to ask patrons to remove infants or children if they cause a disturbance. If concerts are specifically designed for children, a recommended age should be stated in publicity. Cadogan staff will not look after unsupervised children.
Cloakroom	Cloakroom facilities at Cadogan Hall are free to clients. Customers may leave coats and personal items (charge may apply). Cloakroom may close for some events.
Curfew	All persons must be clear of the building by 11pm (Mon–Sat) and 10pm (Sun).
Decoration	Floral arrangements, banners and display material may all be used, subject to confirmation with the Front of House Manager.
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.
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.
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.
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.
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.
Lost property	Please email Stage Door Security at securitydesk@cadoganhall.com or call 020 7824 7600. Unclaimed property will be disposed of after a period of one month.
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.
Smoking	Smoking, including vaping and e-cigarettes, is not permitted anywhere at Cadogan Hall.
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.

Public liability insurance declaration form | 2022

(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)

.....

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 | 2022

(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

Performers residency form | 2022

This form must be completed and returned to Cadogan Hall at least 30 days prior to the first date. Failure to do so may result in a Foreign entertainers' unit (FEU) withholding tax deduction of 20% being made on your settlement.

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. Payments are Box Office Monies that we collect on behalf of the Hirer, paid over via the settlement process, and/or venue fees, in line with the contractual arrangement. Withholding Tax may not be applicable if the artist, agent or promoter is authorised by the Inland Revenue (on the list of approved payers in the Middleman Scheme) or if the agent or promoter has successfully applied to the UK Tax authorities for an exemption, in which case a copy of the exemption certificate should be attached and returned with this schedule.

Please answer the following questions (continue overleaf if necessary):

Date & title of event:		
Artist name(s)	UK resident? (Yes or No)	Non-resident (indicate nationality & country of residence)
1.	Yes No	
2.	Yes No	
3.	Yes No	
4.	Yes No	
5.	Yes No	

Name of Agent or Promoter (if applicable):

Is the above Artist/Agent/Promoter registered on list of approved payers in the Middleman Scheme?

Yes No

Signed:

Name (PLEASE PRINT): Date (mm/dd/yyyy):

Notes:

Withholding Tax will be deducted if the following two conditions apply:

- a) one or more of the artists are not resident (for tax purposes) in the UK; and
- b) the final payment including expenses is for the amount greater than the personal allowance threshold, which is currently £12,570 (i.e. not per artist).

However, if the payment is made to the Artist/Agent/Promoter and they are on the list of approved payers in the Middleman Scheme, Withholding Tax will not be deducted. To make a reduced tax payment application, please visit www.gov.uk/government/publications/foreign-entertainers-application-for-a-reduced-tax-payment-feu8 or call the Foreign Entertainers Unit: dial from the UK: 0300 322 7877 / dial from overseas: 0044 300 322 7877

UPON COMPLETION PLEASE SEND THIS FORM TO:

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