

Highgate Hill, Waterlow Park, London N6 5HG
Tel 020 8348 8716 Fax 020 8442 9099 Minicom 002 8442 9189
Email: admin@lauderdale.org.uk Website: www.lauderdalehouse.co.uk

CONCERT HIRE: 1st January 2018 to 31st December 2018

Please take the time to read this information to help you become familiar with how the House runs when hiring for a concert. Should you have any questions please contact Stuart Key on 020 8348 8716 or skey@lauderdale.org.uk.

Lauderdale House is a Grade 2* listed 16th century building set within Waterlow Park. We are an arts and education centre and the House is a very multifunctional building. It is an ideal venue for concerts. We have two attractive spaces for concert hire: the Lower Gallery on the ground floor and the Long Gallery on the first floor.

Both have a capacity of 100 people.

HIRE CHARGES: £230 per evening

This includes:

- One event steward who is responsible for health and safety. Please also ask the steward if you have any queries regarding lighting etc
- Rehearsal on the day from 5pm. Please be aware that the office closes at 6pm and in general, stewards arrive one hour prior to the concert start time. For this reason, there may be a brief period while you are rehearsing when you are unaccompanied in the house. If this is the case the office will brief you fully before closing
- Use of the piano (If you wish to have it tuned there is an additional charge of £65)
- Setting up the chairs and putting them away
- Any Performing Rights Society fees.

In addition, we provide:

- Inclusion on our website
- Inclusion in any listings we send out
- Advice on marketing and press if you wish to arrange a meeting with our Marketing Manager.

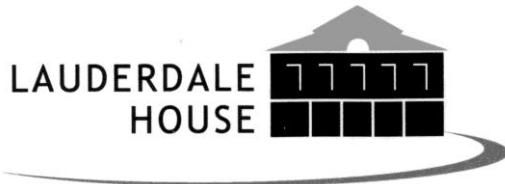
The booking is secured by payment of the booking fee, which is required 2 weeks after the contract has been sent out.

PIANO

We have 2 pianos:

A 6-foot Steinway in the Entrance Hall/Lower Gallery (Ground floor)
A 9-foot Erard in the Long Gallery (1st floor)

The tuning fee is £65 per piano and, where possible, tuning should be arranged at the time of the initial booking. **Should you require a tuning to be booked you will need to advise the office at least two weeks before your concert date.**



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BOX OFFICE

Lauderdale House does not handle sales of your tickets or run box office. Regretfully, as we are a small charity we do not have the staff to deal with this. It is therefore up to you to provide contact details for ticket sales and personnel on the evening of your concert to run the box office. You will need to a minimum of two people to cover both entrances into the hall.

We open the doors half an hour before the concert starts, which is when the bar also opens.

BAR

Our caterer, Pink Food, can run a pay bar serving wine, beer, soft drinks and water.
Please contact **Kay Knowlton** on info@pinkfood.co.uk / **07917 620099** to discuss your requirements.

CLEANING

If you are serving snacks or food at your concert, there may be a cleaning charge of £60. Please discuss this with our Event Coordinator when you book.

PERFORMING RIGHTS SOCIETY (PRS) & BOX OFFICE FORMS

As you may know, the Performing Rights Society (PRS) is responsible for collecting fees in respect of the use of music and arrangements which are in copyright. They charge Lauderdale House a quarterly fee dependent on what music has been played during each quarter in the building, so we need details of your programme.

To satisfy the requirements of various funders and support future funding applications we also need you to supply information about the number and type of people who attend events.

Therefore, the steward will give you 2 forms which must be completed on the night:

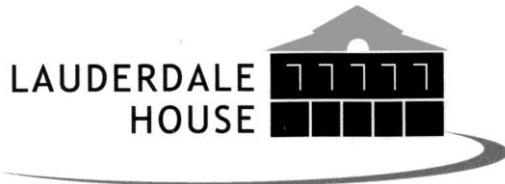
- a PRS form which lists the names of the pieces of music played together with the composers, arrangers, etc
- a Box Office form which tells us how many people attended, what they paid, what age they were, whether they had disabilities and their ethnicity (educated guesses are acceptable)

PUBLICITY

We will require the information listed below to add your event to our website, assuming you have booked sufficiently far in advance. The sooner you can provide it the sooner we can add you to our website.

We will need:

- a 300-word description of the event including name/s of the performer/s and composer/s, who is playing what, and something about the programme
- start time, interval and finish time



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- contact telephone number and/or website address for ticketing
 - ticket prices (we hope you will offer a realistic concessionary price for students, OAPs, etc.)
 - an image sent as a jpeg of 72dpi resolution
 - Landscape image of 800 pixels wide x 600 pixels high
 - Portrait image of 600 pixels wide x 800 pixels high
 - File size of between 1MB and 4MB.
- his will go on our website – please note that our website has been designed to a specific format and we can only upload one photo so if you do not have a group shot but only single ones we can only upload one or you will need to photoshop them to create a single jpeg.

Please send this information to Marketing and Fundraising Manager, Jeanette Larkin, at jlarkin@lauderdale.org.uk

We send press listings to local, national and specialist publications but cannot guarantee the publications will include you. If you are interested in chasing up editorial our Marketing and Fundraising Manager is always happy to advise you on drafting press releases and sharing our contacts, please email jlarkin@lauderdale.org.uk.

You are responsible for producing, printing and putting up posters. We are happy to display one A4 laminated (portrait format) poster in the display boards on Highgate Hill. Since the Waterlow Park refurbishment, it is not possible to display posters on the park railings.

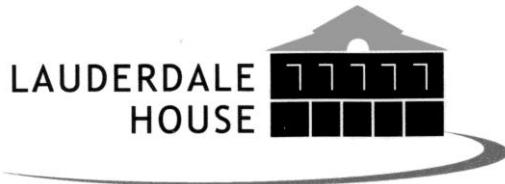
You are also responsible for producing and distributing leaflets and we are happy to display them in the House provided they are no larger than A5.

Please note that Camden Council has a virulent anti-flyposting approach, even for non-commercial activities, and you will be responsible for any fines incurred due to illegal posterizing. Nevertheless, there are still plenty of public sites and accommodating shops and pubs locally so you shouldn't feel too restricted. It's well worth planning a walk around the local shops and pubs.

ENTERTAINMENT LICENCE RULES

Our steward will be on duty during the concert and will ensure that your set-up complies with the entertainment licensing rules. Clear routes (minimum 3'7" in width) must be maintained to fire exits and shutters and these exits must remain open for the duration of the event. The front door must remain unlocked. Audience numbers must not exceed 100. Please be helpful if our steward asks you to move equipment, etc – s/he is not being difficult. If we have an unexpected inspection and fail it could jeopardize our license.

In the event of a fire or emergency our steward is responsible for calling the Fire Brigade/Police and for the management of the building and will remain on the premises until the audience has left. Your Box Office person will be responsible for evacuating the building and our steward will brief them on fire routes on the night. The box office person must know how many tickets have been sold and how many people are attending the concert.



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Hirers are responsible for the conduct of all persons at their event.

Lauderdale House Society accepts no responsibility beyond Public Liability for any persons using the House.

CANCELLATION

As we are a registered charity and run as an arts and education centre we rely very heavily on our rental income. Therefore, we have a strict 'no refunds' policy in the event of cancellation. Once you have paid your fee the booking is confirmed and there is no automatic refund. However, if you do need to cancel your event we will re-open the date for new bookings. Should the date be re-booked we will offer a partial refund depending on the circumstances, considering relevant factors such as value of the new booking and additional administration.

SMOKING

Smoking is not permitted inside the House at any time.

THE USE OF CANDLES IS PROHIBITED

Owing to the age and flammability of the building, and their tendency to set off the fire alarm.

LIGHTS

The lighting is on pre-programmed settings. Please liaise with the steward.

LAVATORIES

Our toilet suite is situated near to the concert hall and we have two toilets for disabled people on the ground floor.

If you would like to check availability please contact our Events and Sales Manager, Stuart Key, on 020 8348 8716 or skey@lauderdale.org.uk