



ST JOHN'S SMITH SQUARE

GENERAL INFORMATION FOR CONCERT PROMOTERS 2013/2014

St John's Smith Square is regarded, not only as one of the masterpieces of English Baroque Architecture but also as one of London's major concert venues. Designed by Thomas Archer, it was completed in 1728. St John's became known as 'Queen Anne's Footstool', allegedly because Queen Anne, on being consulted on the design of the new church, petulantly kicked over her footstool, pointed at its upturned shape and snapped 'Like that!'. In 1941 fire-bombs gutted the church and it stood open to the sky for over twenty years until it was restored to its former splendour in 1969.

Unlike most of the major concert halls, St John's receives no subsidy whatsoever, relying on appeals to undertake important developments to improve the facilities and maintain the building.

The fine acoustic at St John's is suitable for nearly all forms of music, and versatility in terms of space enables it to accommodate anything from instrumental recitals to orchestra and choir without losing its special atmosphere of elegant intimacy. As Sir Hugh Casson has written, "Just to come across it in that quiet square is an event. To enter it, to enjoy its spaces, to listen to fine music is an experience not to be matched in conventional halls...".

APPLYING FOR A CONCERT DATE

To apply for a concert date email (or write to) the Director (director@sjs.org.uk) with full details of the concert, your full contact details and preferred dates.

CONTRACT

The Promoter of the concert is the person who signs the contract and has overall responsibility for it.

Please read this information thoroughly before signing the contract and completing any enclosed forms. Please also inform all those connected with the concert of any relevant information contained within this document. Where an asterisk is shown (*), this indicates a charge which is listed on the end of this document, please note that all charges are listed NET and VAT will be added.

After a date has been confirmed in writing by the Promoter, two copies of the contract are sent. Both copies of the contract must be signed and returned together with the deposit. Please make cheques payable to 'St John's Smith Square'. Other charges will be deducted from the final account. All monies are to be paid to St John's Smith Square in sterling and any bank charges due from foreign cheques or drafts are to be paid by the Promoter. An additional 10% of the licence fee may be levied for late payment of the deposit. Once the contract has been signed, the Promoter is financially liable for all charges relating to the concert, including the costs involved in a cancelled concert (see contract section 6). It is the Promoter's responsibility to take out insurance to cover charges due in the event of a cancellation.

SPECIAL LICENCES

St John's operates under a licence from Westminster City Council. Special occasional licences or approvals are required for performances involving naked flame, scenery and props. Subject to adequate notice and provision of full specification, these can be applied for by St John's, any charge being payable by the Promoter.

WITHHOLDING TAX FOR NON-RESIDENTS

Any payments made to any persons either directly or indirectly, as a result of the appearance of artists not resident in this country will be subject to the deduction of Withholding Tax subject to the current HMRC Income Tax (Entertainers & Sportsmen) Regulations. This applies to any Box Office money paid over by St John's to the Promoter. This tax may not be applicable if the Promoter or artist

is authorised by the Inland Revenue to operate the Simplified Withholding Tax System for Classical Music or if the Promoter has successfully applied to the UK Tax Authorities for exemption by completing form FEU 8. An exemption certificate must be received by the Administration Office before the concert date. If a certificate is not received before the concert date, tax will be deducted if applicable. Further information can be found on the HMRC website: www.hmrc.gov.uk/feu/feu.htm

VISAS

It is the responsibility of the Promoter to obtain the appropriate permissions to enter and work in the UK. Information is available by visiting the UK Border Agency website: www.bia.homeoffice.gov.uk/visas-immigration

PERFORMING RIGHTS SOCIETY FEES

Promoters will be charged 4.8% (*) on net Box Office income for programmes containing copyright works/editions - subject to PRS Tariffs and appendices.

PROGRAMME APPLICATIONS

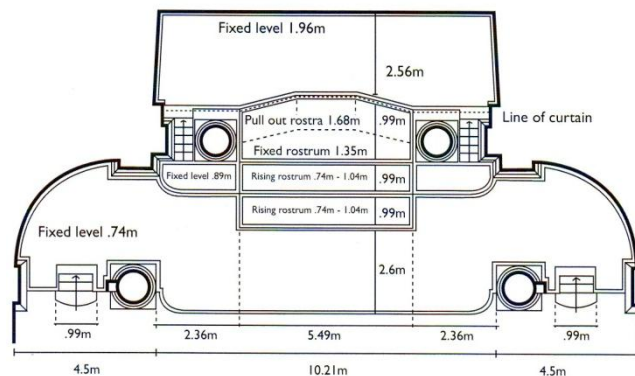
Programme applications are dealt with in order of receipt once the contract has been signed and only when listed on the Concert Schedule. In the event of a work already scheduled at St John's within three weeks of the date of the concert St John's reserves the right to rule a change of programme.

AUDIENCE CAPACITY

The audience capacity is 580 without the Gallery seating (less up to 6 house seats used). 500 seats are within the central block, (6 of which are restricted view and are sold at the lowest price) and around the sides are 80 unreserved seats, all of which have restricted sight lines or no view. The Gallery seats 180, all seats have restricted sight lines or no view, bringing the total capacity to 760. 8 places are kept for wheelchair users and 8 seats for their companions, if unused for this purpose they will be made available to the General Public. The Gallery is only opened once all other seats have been sold(*). The Gallery cannot be opened to the public if it contains any machinery or equipment; e.g. extra lighting or recording cables etc, or if any performers are placed in the Gallery. Use of the Gallery for performers is only at the Director's discretion.

STAGE CAPACITY

With the curtains closed, the maple wood stage provides an excellent setting for recitals or for concerts involving up to 45 players. With the curtains open and optimum use made of the variable risers the stage accommodates about 60 players, or combined choral/orchestral forces of up to 85, on as many as six different levels. Promoters who have not hired St John's before and are planning combined forces of over 60 performers, are requested to make an appointment to view the stage area before signing the contract. A maximum of 100 performers are permitted on stage (only achievable for choirs standing without orchestra). St John's has 34 music stands, 2 conductor's stands, 90 orchestral chairs and a conductor's podium. If you are planning to exceed the recommended numbers please discuss with the Administration Department. St John's does not have staff to remove and replace audience seating to accommodate large forces: this can only be undertaken if the promoter provides the manpower but, if required and agreed in advance, this can be arranged at an additional charge to the promoter.



LIGHTING

The stage and house lights are controlled by the staff of St John's and cannot be altered in any way. A secondary emergency lighting system is maintained whilst the public is on the premises. In the event of power failure, the public must leave the building within 30 minutes, in accordance with Westminster City Council regulations.

ARTISTS' AREA

Dressing-room space is limited. All instruments and personal belongings are brought into St John's at the owner's risk. Do not leave the doors in the hall or artists' area open at any time when unattended. Performers are requested not to block emergency exits and passageways with their belongings and to leave the Artists' Area clean and tidy. Smoking is not permitted anywhere in St John's.

Please liaise with the restaurant (020 7222 2779) if you would like refreshments provided for tea breaks or to book a meal for the orchestra (you will be invoiced by the restaurant). Food and drink is strictly forbidden in the hall. Rehearsals must finish one hour before the start of the concert, when artists are requested to clear the hall of all belongings, including instrument cases. The doors open half an hour prior to the start of the performance.

HOUSE STAFF

St John's provides a Duty Manager throughout the evening. Ushers are also provided. Promoters should bring their own programme sellers, who should be in the hall with the programmes and a float, 45 minutes before the start of the concert. No commission is taken on sale of programmes. Please remember to allocate seats for your programme sellers. If the gallery is in use, extra ushers are provided and extra programme sellers will be needed. If a page turner is required, please book this at least two weeks in advance of the concert with the Administration Department (*). Stage managers (to set up and clear the stage and move music stands and chairs etc for rehearsals and performances) are not provided: promoters should bring their own if required.

REHEARSALS

Access for set-up and rehearsal is from 5½ hours before the scheduled concert start time. Rehearsals should end no later than one hour before the scheduled concert start time (earlier if piano tuning is required). Extra rehearsal time can be booked (*). For weekend rehearsals a form will be sent near the date, confirming and detailing access to the building. Hours before 9am or after 10pm are charged at a higher rate and only available by special arrangement with St John's.

PRE-CONCERT TALKS

Pre-concert talks can be held in the hall from 6:30pm-7:00pm for 7:30pm concerts: please advise on the Concert Schedule. If the start time of the concert is not 7:30pm please contact the Administration Department to arrange a suitable start time for pre-concert talks.

FACILITIES FOR DISABLED PATRONS

St John's is accessible to wheelchair users. There is a lift to serve the ground, crypt (Box Office and restaurant) and concert hall levels. There is an adapted toilet in the crypt. There is a platform lift to allow disabled performers to gain access to the stage level.

Wheelchair users should contact the Box Office so that tickets can be allocated in suitable positions. There are two parking bays reserved in Smith Square for disabled badge holders.

St John's is equipped with an induction loop system to benefit hearing-aid users. Guide dogs are permitted in the hall.

RECORDING

Provided that arrangements comply with safety regulations and that the request is made on the Concert Schedule, the following recordings of the concert can be made:

Private recording (*) (including use of the Control Room (*) if required).

Commercial Recording of concert (*).

Broadcast of Concert by BBC, Classic FM etc (invoiced direct to the Recording Company) (*).

St John's does not provide any recording equipment, but for private recordings St John's can provide contact details for recording engineers. On no account are private recordings to be put to commercial use without liaison between St John's and the recording company and agreement on the appropriate facility fee. This also applies to photography and video (see below).

PHOTOGRAPHY, VIDEO FILMING OF REHEARSAL & CONCERT

Photography and videoing are only permitted with permission from St John's and are to be requested on the Concert Schedule(*). On no account is the operator to move around during the concert and in the case of photography, take photographs during the performance. Photographs may only be taken during audience applause. Arrangements must comply with safety regulations. Violation of the above rules will result in loss of facilities. TV and filming of concerts are not permitted unless agreed with St John's.

PROMOTIONAL DISPLAYS/SALE OF CDS, BOOKS

A small display or point of sale may be arranged (*).

DELIVERY AND COLLECTION OF INSTRUMENTS

Delivery and collection times for all instruments and equipment (e.g. percussion, harpsichord, recording and amplification equipment) must be requested on the Concert Schedule. Instrument tuning times must also be requested on the Concert Schedule. Any alteration of timings must be agreed with St John's otherwise access cannot be guaranteed. Firms and Promoters supplying instruments should provide sufficient manpower to move them in and out of the hall: St John's staff cannot assist. All instruments and equipment should be removed immediately after the performance in order to avoid a storage charge (*).

RESIDENT INSTRUMENTS

A Steinway model 'D' Concert Grand Piano is available for hire and tuned by Steinways on the day of the concert(*). An upright rehearsal piano is available, without charge, for use in the dressing-room area only. The lid is not to be removed. Preparation, change of pitch or unconventional playing of the piano is not permitted, see contract section 2xxii. Please contact the Administration Office if you require a tuner stand-by service during a concert, or a pre-rehearsal tuning.

The Sainsbury Concert Organ was built and installed by Klais of Bonn in the summer of 1993 and is available for hire (*). For a full specification of the organ please contact the Administration Office. The organ incorporates a TV monitor for the organist to view the conductor.

The Continuo Organ owned by N P Mander Ltd is available for hire (*). The charge includes one tuning and is invoiced by N P Mander. This organ can be tuned to pitches A440, A415 and A430. Please specify the pitch on the Concert Schedule.

Bookings for all the above instruments must be requested on the Concert Schedule.

BOX OFFICE

Credit and Debit Card Bookings may be made by MasterCard and Visa. Tickets may be sold by the Promoter on a sale or return basis, subject to agreement with the Box Office. At least two rows at each price must be kept for sale by the Box Office. Commission is charged on all gross ticket sales - 15% or a minimum sum (*) whichever is the higher figure.

It is the Promoter's responsibility to pay VAT on ticket sales to the Inland Revenue. A detailed concert return and a cheque for the sum owed to the promoter, less St John's costs, or an invoice of the amount due to St John's is sent to the Promoter shortly after the event. For all matters relating to tickets please telephone the Box Office on 020 7222 1061. A specific Box Office information leaflet is available.

A booking fee is charged to patrons as follows: £2.00 per transaction for telephone bookings (£1.50 to Friends of St John's), £1.50 per transaction for online bookings. This fee is retained by St John's.

Advance Booking: The Box Office is open for advance bookings from 10am-5pm (until 6pm on concert days) Monday to Friday.

Weekday Concerts: After 6pm the Box Office is open for personal callers for that evening's concert only. The Box Office will close 30 minutes after the advertised start of the concert.

Saturday, Sunday and Bank Holiday Concerts:

The Box Office opens one hour prior to the performance for personal callers for that concert only. The Box Office will close 30 minutes after the advertised start of the concert.

TICKET PRINTING

Ticket printing can only be undertaken by St John's (*) - ticket prices may not be changed after submission of the Concert Schedule.

CONCESSIONS AND REDUCTIONS

Concessions for NUS members, Senior Citizens, Students, Registered Unemployed, schoolchildren and patrons with disabilities are allowed and take the form of any seat in the house reduced by either 10% or 20% or to one set lower price. Please consult the Box Office for further information. Concessions must be requested on the Concert Schedule and printed in the brochure. Concessions cannot be offered after the brochure has been printed.

City of Westminster ResCard Holders are entitled to 10% discount on a pair of tickets for any concerts. Friends of St John's are entitled to a week's priority booking and 10% discount on a pair of tickets for any concert. Party bookings of 10 or more qualify for a 10% discount. Subscription discounts for a series of concerts and any special ticket offers must be agreed in writing with the Box Office and requested on the Concert Schedule to be printed in the brochure. Special discount offers cannot be added after the Concert is on sale.

TICKETS FOR COLLECTION

All tickets for collection before the concert, including press and guest tickets, must be left at the Box Office - not in the hall or Artists' Area - at least one hour before the performance.

TICKET PRICE STRUCTURE

Rows in the main body of the hall are divided as follows to accommodate a four, three, two or one tier price structure. No deviation from these row divisions is allowed. The prices below are examples only.

No price will be considered involving denominations of less than 50p. Gross figures do not allow for various 10% deductions, concessions if offered, the 15% Box Office commission and PRS charges. Seat nos. 2 & 25 in rows S, T and X are no view and sell for the lowest price. Seats K 21-26 are St John's house seats for use at St John's discretion. Gallery tickets must not be publicised as the Gallery is only opened once all other tickets have been sold. Ticket prices cannot be changed once they are advertised in the concert brochure.

Price Structure A

E – K	top price	151	£20
A – D / L – R	2nd price	219	£16
S – X	3rd price	124	£14
Unreserved	lowest price	80	£10
No view	lowest price	6	£10
Gallery	lowest price	180	£10
Total Gross		£10,920	

Price Structure B

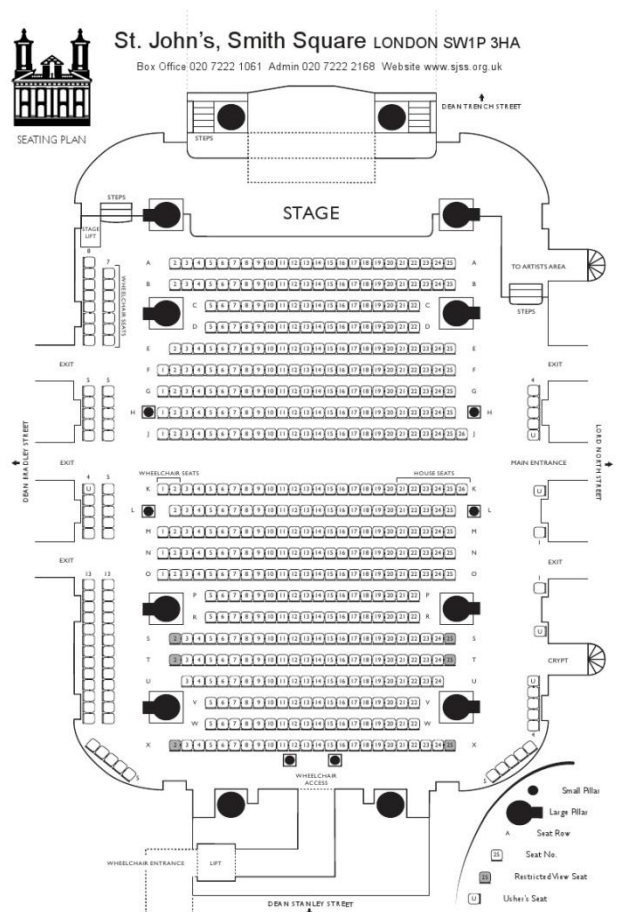
A – K	top price	235	£20
L – X	2nd price	259	£15
Unreserved	lowest price	80	£10
No view	lowest price	6	£10
Gallery	lowest price	180	£10
Total Gross		£11,245	

Price Structure C

A – X	top price	494	£15
Unreserved	lowest price	80	£10
No view	lowest price	6	£10
Gallery	lowest price	180	£10
Total Gross		£10,070	

Price Structure D

All seats single price (reserved or unreserved)		760	£10
Total Gross		£7,600	



ST JOHN'S CONCERT BROCHURE

St John's produces an average 50,000 copies of the concert brochure (subject to variation). The brochure is sent to the St John's Friends and Mailing List and distributed throughout London to libraries, colleges and universities, businesses, record shops, museums and art galleries etc. The brochure is also sent to the press and general media as well as publications offering a free listings service. Promoters should also send press releases directly to the media to encourage press coverage.

Provided that the Concert Schedule is received by the copy date, St John's makes no charge for inclusion in the brochure. Failure to meet copy deadline could result in the loss of considerable publicity.

Photographs may be included, depending on space and suitability. St John's reserves the right to edit brochure entries.

ST JOHN'S WEBSITE

Concerts at St John's are listed on our website, www.sjss.org.uk. Our website also gives full information about St John's Smith Square and includes an on-line booking facility with seat selection. All information from the brochure will also appear on the site, including photographs, unless promoters advise us that restrictions apply to reproduction on the internet.

LEAFLETS POSTERS AND PROGRAMMES

The Promoter is responsible for producing leaflets, posters and programmes. The programmes may serve as the publicity leaflet provided that all required wording is included. Proofs of all publicity material and programmes must be submitted to St John's for approval. Please note that failure to comply with these regulations may result in the loss of display facilities.

The following wording must be included in full on all advance publicity:

St John's Smith Square, London SW1P 3HA

Tickets £, £..... £..... (concessions £.....)

Booking opens (on the date agreed by SJSS in the Concert Schedule)

By telephone 020 7222 1061

Online www.sjss.org.uk

By Post Please enclose SAE

Debit/Credit Cards MasterCard and Visa accepted

Booking fees per transaction: £2.00 by telephone / £1.50 Online

Advance Booking The Box Office is open for advance bookings from 10am-5pm weekdays. The Box Office opens at [.^.^] on the day for personal callers for that concert only.

^ Please insert time as one hour prior to start of concert if on a Saturday, Sunday or Bank Holiday, e.g. 6:30pm for a 7:30pm, **otherwise omit sentence.**

Smith Square Café & Restaurant in the Crypt is open from two hours before the advertised start time of any concert for buffet and à la carte dining. Telephone 020 7222 2779 or email stjohns@leafi.co.uk for reservations.

St John's Smith Square Charitable Trust, registered charity no: 1045390. Registered in England. Company no: 3028678.

The following wording must be included in full in the Concert Programme, or on the advance publicity if this also serves as a programme:

Interval - 20 minutes [*insert on programme page*]

In accordance with the requirements of Westminster City Council persons shall not be permitted to sit or stand in any gangway. The taking of photographs and use of recording equipment is strictly forbidden without formal consent from St John's. Smoking is not permitted anywhere in St John's. Refreshments are permitted only in the restaurant in the Crypt.

Please ensure that all digital watch alarms, pagers and mobile phones are switched off.

During the interval and after the concert the café & restaurant is open for licensed refreshments.

Box Office Tel: 020 7222 1061. Website: www.sjss.org.uk.

St John's Smith Square Charitable Trust, registered charity no: 1045390. Registered in England. Company no: 3028678.

^ If the café and restaurant in the Crypt is to be closed to the public after the concert for a private function then this should be stated instead: the café & restaurant in the Crypt will be closed to the public after the concert.

LEAFLET DISTRIBUTION

St John's can provide details of leaflet distribution companies. For further details please contact the Administration Department. Bookings for any distribution package must be made at least two months prior to the concert date.

Publicity leaflets can be inserted in the St John's mailing list, space permitting (*). 2,500 leaflets are required, recommended size 1/3 A4 or A5.

Please ensure that leaflets and programmes are packed in boxes of no more than 10kg. If boxes exceed this weight delivery will not be accepted.

Subject to availability specialist target mailing lists can be arranged through St John's. Please contact the Administration Department for details (please note that in order to comply with the Data Protection Act, St John's is unable to supply promoters directly with names and contact details of patrons.

ADVERTISING

Promoters are advised to use all possible available means to promote their event. There are many options including a number of free ones: e.g. listings in Time Out, or via the Press Association. Concert-diary.com is inexpensive and effective. Its interactive concert guide is shown on a number of sites including Classic FM and the BBC Music Magazine.

National press options include the Music and Dance Diary London which is used by all the major London concert halls and is among the cheapest forms of press advertising. The guide has a prominent position within the Arts pages of three national newspapers and is invoiced by our advertising agency Smart Arts Solutions Ltd. St John's will inform Smart Arts that you wish to take part if you indicate this on the concert schedule. After this it is your responsibility to deal directly with Smart Arts. Smart Arts will contact you about four weeks before your concert and propose the standard entry on a schedule together with a proof of the wording for you to check. Your entry is charged by the line and the net costs (subject to increase) are currently as follows:

Sunday Times	cost per line	£25.00
Daily Telegraph	cost per line	£18.00
Guardian	cost per line	£12.00

The number of lines you use is dependent upon your wording (there is a fixed number of characters per line) but it is estimated that entries will require an average of six lines. You will also be required to make a contribution towards the panel containing St John's booking details (*) which will be added to the Concert Return. Caroline Gresham at Smart Arts will also be happy to discuss display advertising.

Smart Arts Solutions Ltd
7 Winchester Street
London, SW1V 4PA
Tel: 020 7233 6753 email: caroline@smartartssolutions.com

PROMOTERS' PUBLICITY - REQUIRED WORDING

Please note that the General Information is prepared one year in advance. Wording and facilities are subject to change: it is vital that Promoters check with St. John's for any changes of wording and facilities and submit a proof of any publicity material before going to press.

SMITH SQUARE CAFE & RESTAURANT

The café & restaurant is in the crypt of St John's. The catering is provided on an exclusive franchise basis by Leafi. For public concerts the restaurant must remain open to the public before the concert and during the interval. It is also open after the concert unless closed for a private reception (see below).

ENTERTAINMENT FACILITIES

The following entertainment facilities are available in the restaurant in the crypt:

Before the concert & during the interval - Small receptions may be possible in a sectioned-off area. Maximum number of people: c. 50.

After the concert - although normally open to the public, the restaurant can be closed for private receptions provided that this is requested on the Concert Schedule in time to be published in the monthly diary i.e. four months before the concert (cancellation fee (*) if facility subsequently not used).

The following options are available:

Drinks (with canapés/food): maximum 165 people

Stand-up Fork Buffet: maximum 160 people

Sit-down buffet maximum 120 people

Formal waiter-served dinner: maximum 120 people

Up to 100 people for drinks only can be accommodated without having to close the Crypt to the public after the concert.

For all of the above, the catering must be carried out by the restaurant which has the exclusive contract for all catering at St John's. For further details of menus and the wine list etc please contact the restaurant management: Tel: 020 7222 2779 or email: marjorie@leafi.co.uk

Hall entertainment

It is sometimes possible to use the back of the Hall for receptions (drinks & canapés). This will reduce the capacity for audience seating. Please call the Administration Office if you wish to discuss these options: 020 7222 2168.

PUBLIC TRANSPORT

Underground: Westminster (District, Circle and Jubilee lines), St James's Park (District and Circle lines), Victoria (District, Circle and Victoria lines) and Pimlico (Victoria line).

Buses: 3 and 87 to Millbank; C10 and 507 (limited hours) to Horseferry Road; 88 to Marsham Street; 11, 211, 148 and 24 to Westminster Abbey.

British Rail: Victoria, Waterloo or Charing Cross.

CAR PARKING

St John's is within the congestion charge zone. Residents parking and parking meters are in operation during the day, Monday - Saturday until 6.30pm. In the evenings and at weekends there is usually ample parking space locally. There is a Westminster City Council car park on Great College Street, an APCOA car park in Arneway Street and coach parking meters in Marsham Street.

There is no guarantee that parking will be available to artists or promoters in the small St John's car park. There is no reservation system for spaces.

HIRE CHARGES 2013/2014 SEASON

Prices as of July 2013 but subject to change. All charges are listed NET of VAT

- Hire of Hall for a public concert £1,500
 - Hire of Hall for audio recording £1,200 (full day) and £600 (half day)
 - Hire of Hall for a private concert or event - please apply to the Administration Department for rates.
 - Hire of Hall for rehearsal £500 (3 hours with 60minutes preparation time before and after the session)
 - Hire of Gallery £200 (includes ushers)
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- Extra rehearsal £100 per hour
 - Extra access time £100 per hour
 - Page turner £35
 - Hire of Piano £150 (includes tuning)
 - Hire of Sainsbury Organ £300 (includes tuning contribution)
 - Hire of chamber organ £270 (includes tuning)
 - Private archive recording of concert £60
 - Private photography of concert/rehearsal £60
 - Private video of concert/rehearsal £80
 - Commercial recording of concert of up to 100 CD's £175
 - Commercial video recording of concert £700
 - TV/filming price on application
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- Box Office commission 15% or minimum £350 on gross sales
 - Ticket printing £40
 - PRS 4.8% on net sales (minimum charge may apply) if a controlled work is included in the programme
 - Insertion in St John's mailing list £300
 - Music & Dance Diary London: charged per line (invoiced by Smart Arts Solutions Ltd) see Advertising
 - Contribution to St John's listing in Music & Dance Diary in Newspapers £40 per entry
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- Hire of restaurant after concert: no charge. Cancellation fee £300 (28+ days notice) or £500 (28 or less days notice) if closure for private function requested and facility subsequently not used