

## **HIRE APPLICATION FOR EXETER COLLEGE CHAPEL**

Please read these notes and conditions carefully.

Exeter College Chapel was built in the 1850s and was the first building to be listed in Oxford, in 1954. Its primary function is to serve the College, its members, and its activities. All who hire the Chapel are asked to respect it as a place of sacred worship, and as a space with significant historical and cultural importance. Prospective hirers must be aware that if their use of the chapel is deemed inappropriate permission will not be given. None of the furniture in the chapel may be moved, with the exception of the pews by the piano, and then, only after permission has been sought.

All bookings are subject to approval by the Chaplain, whose decision is final.

### **Capacity**

For concerts the Chapel can hold 140 people, including musicians. Attendee numbers will be monitored by the Event Warden who reserves the right to terminate the event if the College Health and Safety regulations are breached or if the safety of attendees and premises is at risk.

### **Fees**

Chapel: £400\* per performance

Chapel and Green Room: £450\* per performance

Event Warden fee: £12.50 per hour (4 hour minimum charge applies)

Performance licence (as necessary)

\*Bookings made by student organisations may qualify for a reduced rate.

### **Hire of Chapel for Event other than a Concert**

If you wish to get married in the Chapel, please apply directly to the Chaplain. If you wish to use the chapel for a lecture, act of worship, or filming, please get in touch with the Chaplain and Steward in the first instance.

## Hire Procedure

The application form should be submitted to the Chaplain, who will, if it is approved, forward to the Steward's Office, from where the booking will proceed. If the application is rejected, the Steward's Office will inform you.

### CONDITIONS OF HIRE for External Events

1. The College will provide and charge the Hirer for an Event Warden whose responsibility is to supervise the smooth running of the event and the adherence to College's rules and regulations, including monitoring the number and conduct of attendees. The Event Warden is NOT responsible for clearing up after the event.
2. It is the Hirer's responsibility to clean up and return the Chapel to its usual condition after the event; this includes removing used programmes, performers' seating and stands or any other items as identified by the Event Warden.  
To this effect the Hirer will name in the application form as many people as required to ensure that the Chapel is cleared and returned to its usual condition.
3. Properties, music stands, all instruments, etc., must be removed immediately after the performance. Organisers should note that all conductors and performers must supply their own music stands. Cellos and double basses must have matts/pads to protect the floor tiles.
4. When rehearsals are on the same day as the concert, and there are no chapel services, properties may be left in situ between the rehearsal and performance. When the rehearsal is on a different day, all properties must be removed after the rehearsal, as above. Please note the College bears no responsibility for properties left in the Chapel
5. Starting and finishing times of all performances must be agreed in advance. The standard evening hire is from 7pm – 10.30pm: the Chapel must be empty and the College vacated by 11pm at the latest. [On Tuesdays and Fridays during term time hire starts at 7.30pm]
6. Practice times for the organ must be arranged through the Chaplain [who will consult the organ scholars]. All organ practice must be booked in advance. If this is your first time using the organ it is advisable to have a brief explanation by the organ scholar, if the booking is during term time.
7. No performance or rehearsal is to impede the normal routine of the Chapel. Rehearsal arrangements are subject to cancellation if a special service, such as a funeral, has to be arranged at short notice.
8. Lighting the candles on the altar and choir stalls is STRICTLY prohibited, and no lit candles may be brought into the chapel.
9. If the Hirer wishes to bring in specific lighting this must be discussed with the Steward and be compliant with the College's Health and Safety policies.
10. The organisers are responsible for all ticket sales, both in advance and on the evening of the concert. The number of attendees will be monitored by the Event Warden who reserves the right to terminate the event if the maximum number is exceeded. This includes free concerts and events.
11. The Vestry [the small room to the left of the Chapel] is not to be used as a Green Room, and instrument cases must not be stored there. This is an emergency exit route, as well as the personal workspace of the Chaplain and Sacristan. If a Green Room is required, it may be possible to hire an additional room in College.

12. Absolutely no equipment can be kept in the Chapel or Antechapel before the concert. The Chapel is a busy space in College, with 11 services a week, and many tourists visiting, and leaving instruments or stands is both unsightly and unsafe.
13. The organisers undertake:-
  - (a) if requested by the College, to provide satisfactory references in respect of the organisers and (if any) the Guarantor;
  - (b) to ensure that a representative of the organiser is present at Exeter College Oxford throughout the Event;
  - (c) to be responsible for the good behaviour of attendees;
14. The organisers undertake:-
  - (a) to provide to the College final drafts of programmes of the Event, including names of speakers, in good time to permit amendments to be suggested, being no later than seven days prior to the date (or first day) of the Event.
  - (b) not to undertake any activity that may be liable to bring the College into disrepute.
15. The Client, as organiser of a seminar, conference, meeting or other assembly, is required to undertake to secure that the principles embodied in the Exeter College Code of Practice on Freedom of Speech, will be upheld, and shall, if so required, satisfy the College of its ability to discharge its obligations in regard to upholding freedom of speech.
16. The Client must notify the College of, and secure College approval in advance for, the addition or deletion of any speaker or event from the programme supplied under Clause 14 of these Terms and Conditions. Such changes may result in cancellation of the event.
17. The Chaplain and College reserve the right to withdraw permission to use the chapel at any time if any of the conditions set out in this document are not observed.
18. The Event Warden reserves the right to terminate an event at any point if any of the rules and regulations of the College are breached. In such cases, any hire fees will not be refunded.
19. Exeter College accepts no liability of any kind for all matters connected with copyright, intellectual property, event advertising and communications, damage to third party equipment.

During weeks of Full Term i.e. 0th – 10th Week there will be no concerts on Sundays.

By College Order 21/118, this policy was approved by the Governing Body on 3<sup>rd</sup> November 2021, with immediate effect, and is to be reviewed by 30<sup>th</sup> June 2025, and was also approved for display on the website.

EXETER COLLEGE APPLICATION FOR HIRE OF THE COLLEGE CHAPEL	
Name of organisation/ concert organisers:	
Name, address, tel. number & e-mail of correspondent:	
Purposes for which application is made:	
Date of proposed performance:	
Full details of work(s) to be performed:	
Name of conductor:	
Start & finish time of performance:	
Dates and times of proposed rehearsals in the chapel (normal allocation is 1.30-4.30pm on the day of performance):	
Ticket prices & where to buy	

<p><u>Dates and times</u> at which the use of the following facilities is requested:</p> <p>Organ:</p> <p>Green Room:</p>	
Number of chairs needed for performers	
Special arrangements: (i.e. transportation of timpani etc)	
Name(s) of person(s) who will clear up after concert (guidance by Event Warden):	
<p>Acceptance of terms:</p> <p>I have read and accept the terms and conditions of holding an event in Exeter College Chapel. I agree to undertake payment of all fees and costs associated with this application.</p> <p>Signed</p>	
<p>Please return this form to the Chaplain: <a href="mailto:chaplain@exeter.ox.ac.uk">chaplain@exeter.ox.ac.uk</a></p>	
FOR COLLEGE USE	
Date application received:	
Accepted by Chaplain:	
Accepted by Steward's Office:	
Fee Paid	
Green Room required? If so, which room?	
Event Warden	
Attendance: [including performers]	
Tickets sold:	
Ticket price:	

