

Deborah Thimbleby  
Chapel Administrator  
[chapel.administrator@merton.ox.ac.uk](mailto:chapel.administrator@merton.ox.ac.uk)  
01865 616724



This document provides information about the charges and booking procedure for Merton College Chapel. It is available from the Chapel Administrator and downloadable from the Merton College website.

## OUTLINE OF THE PROCEDURE

### Choosing a date

Details of regular services and events in Chapel are available on the website. The Chapel Administrator manages the Chapel diary, and will be able to give a preliminary indication of Chapel availability on request.

### Making a booking

The online booking form (which the Chapel Administrator can provide a link to) should be submitted to the Chapel Administrator well in advance of the date requested.

### The weekly bookings meeting

All details of the booking request, including start and end times and rehearsal times, will be submitted for approval at the weekly bookings meeting. As far as possible, the times submitted should be final. The Chapel diary is busy, and may not be able to accommodate changes nearer the date.

### Approval of booking

The Chapel Administrator will contact the nominated person responsible for the booking to discuss if changes need to be made to any aspect of the request or to confirm that the booking can proceed to the next stage.

## AFTER THE EVENT

The Bursary will send an **invoice** to the person nominated as responsible for the booking.

If a **surcharge** is required, the Chapel Administrator will write to the organiser to explain the reasons why.

## CHAPEL CHARGES

Groups affiliated solely with Merton College may hire the Chapel free of charge. For other groups, the following rates apply:

	External hire	Student hire
Concert	£450	£200
Extra rehearsal	£22/hour	£16/hour
Dobson Organ hire	£160	£85
Chamber Organ hire	£60	£35
Reception in antechapel	£140	£70

Standard hire fee includes 3 hour rehearsal on the day, use of music stands and stage lights, and the assistance of a college steward for the rehearsal and concert.

Reception charge is for permission only, and does not include food or drink. This can be provided by Merton College – contact [caroline.massey@merton.ox.ac.uk](mailto:caroline.massey@merton.ox.ac.uk) for more information.

### Recording fees

£720 (inc. VAT) per day for external hire.

Student groups are considered on a case by case basis.

### Filming fees

These are considered on a case by case basis by the Chaplain and the Domestic Bursar.

### Plays

These are considered on a case by case basis by the Chaplain.

### Weddings

Please contact the Chaplain for an information sheet detailing the procedure and charges

## THE CHAPEL: ACCESS, FACILITIES AND CONDITIONS OF USE

### Access to the Chapel

The entrance to the Chapel is through Mob Quad. By arrangement, the Chapel will be closed during recordings, but remain open to visitors during concert rehearsals.

### Access to the Sacristy

The Sacristy key unlocks all the doors to the Sacristy. It is not normally possible to enter before 6.50pm during term. The Sacristy should not be used for rehearsals. Please make sure the outer door from Mob Quad to the Choir Library and Sacristy is kept locked during your concert but that the two main doors of the Sacristy are left unlocked, in case of fire.

### The North Door

This is the door into Chapel from Merton Street. It is always kept locked, but can be opened by arrangement with the Porters or the Chapel Administrator in order to allow heavy or bulky loads to come through. For security reasons, this door must be manned at all times when open.

### The Choir Library

This is the small room through which you will pass if entering the Sacristy from outside. It may not be used by groups using the Chapel or Sacristy.

### The Choir Room (Mob 1.1)

This room is located opposite the door to the Sacristy. It may not be used by groups using the Chapel or Sacristy under any circumstances.

### Furniture moving

You will usually want to move the nave altar. The best place to put the altar is usually in the north-east corner to the left of the high altar.

### The Lectern

The Chapel houses an extremely valuable Pre-Reformation Lectern. **It is not on any account to be moved.** Inexpert handling has often resulted in damage and hefty repair costs, which have always been passed on to the organisations responsible.

### Music stands

These are kept in three rows in the Sacristy

### Alarm System

The Chapel alarm covers the east end of the sanctuary, above the broad step. It will normally remain **on** at all times. If it is necessary for a group to use the area around the altar, this should be agreed with the Chaplain in advance of the booking.

### Heating

The Chapel heating is on from September – April, but the building is a very cold environment. If you wish to bring in your own electric heaters, these must be checked by the College electrician prior to the event. He can be contacted via the Chapel Administrator.

### **Eating and Drinking**

This is **never** permitted in the main Chapel or Sacristy. Eating and drinking in the Ante-Chapel is strictly forbidden unless permission has been explicitly given at the time of booking. If permission has been given for a drinks reception in the Ante-Chapel, red wine must **not** be served. This is because it stains the stone if spilled. (Water is treated as an exception to this rule.)

### **Smoking**

Smoking is not permitted anywhere in the building.

### **Toilets**

Chapel users and concert audiences may use the toilets on the ground floor of the Fitzjames Staircase in Front Quad (through the brown door diagonally opposite the Lodge).

### **Parking**

Due to Merton College's central location, parking facilities are very limited. Chapel users wishing to arrange parking for up to two vehicles should contact the Chapel Administrator **well in advance of the event**. The College is unable to guarantee that parking will be available. Chapel users wishing to park on Merton Street for the purpose of unloading or making recordings should contact the City Council.

### **Setting up and Clearing up**

This is your responsibility. If you wish to leave timpani, harpsichords, etc. to be collected on the following day please consult the Chaplain first. Please note that the Concert Officer is not expected to move furniture or tidy up after the Chapel has been used; his/her role is primarily supervisory. It is essential that the Sacristy be left tidy. The music stands should be left as they were found, in three rows perpendicular to the Sacristy piano.

After the concert the three doors (1) from the Quad to the Choir Library, (2) from the Choir Library to the Sacristy and (3) from the Sacristy to the Chapel must be locked and the key returned to the duty porter or concert officer before leaving.

### **Surcharge**

If the Chapel, Ante-Chapel, Sacristy and Choir Library are not left exactly as you found them and the security and other College requirements not adhered to a minimum surcharge of £50 will be added to your invoice and permission for their use is not likely to be granted again. Chapel users will also be held financially responsible for any damage caused to the building or its contents.

## LIGHTING

One of the switches inside the main door turns the light on in the porch. Inside the Ante-Chapel, there is a panel to the left of the porch next to the wall-safe. There are two buttons on the panel marked '0' (off) and '1' (on). This setting provides lighting throughout the Ante-Chapel and Chapel at a fairly general level. Inside the Sacristy there is a control panel with a number of programmed settings.

- Setting 1** is the same setting which is switched on in the Ante-Chapel
- Setting 2** is designed for a concert in the Chapel
- Setting 3** is designed for a concert in the Ante-Chapel
- Setting 4** is designed for a drinks reception in the Ante-Chapel
- Setting 0** is the off switch.

The other settings should **not** be used. Setting 2 should provide enough lighting at the east end for a concert in the Chapel. However, if extra lighting is required, four floodlights are available. Please speak to the Concert Officer on the day to arrange this.

### **The Chapel candles**

These are only used during services sung by the Choir of Merton College and are not to be lit for concerts. If members of the audience start lighting them you should have your ushers briefed to stop them.

## **PUBLICITY**

### **Posters**

We are able to display a poster outside the Porters' Lodge on the day of the concert. Flyers can also be put out in the Ante-Chapel.

### **Acknowledgement**

In your publicity, please include the sentence: 'By kind Permission of the Warden and Scholars of the House or College of Scholars of Merton in the University of Oxford'.

### **Programme**

We will require a copy of your programme for our archives.

## SEATING

### Capacity

Total capacity for the Chapel is 300 people. The maximum capacity of the main Chapel is 200 people. The maximum capacity of the Ante-Chapel is 100 people. Please note that views from the Ante-Chapel are restricted.

### The stalls

These hold 112 people, allowing 7 in each long pew.

### Moveable benches

There are six moveable benches which may be placed in front of the stalls. They can comfortably fit 7 people each.

### Stacking chairs

If more seating is required, there are about 80 stacking chairs in the Sacristy and a further 40 in the Ante-Chapel. Some of these may be placed in the Chapel, as long as a clear aisle is left free. The rest may be placed in the Ante-Chapel. Please keep them separate: the chairs with holes in the back belong in the Sacristy.

The College cannot provide any other chairs for Chapel users. If more are required, Chapel users should make their own arrangements prior to the concert, and times for delivery and collection should be agreed with the Chapel Administrator.

### Emergency Exits

The porch door and the door from the Sacristy to Mob Quad should remain clear of obstruction during all concerts and recordings. Chairs placed in the Ante-Chapel must never obstruct either of the exits. There must always be a clear aisle down the centre of Chapel.

### Audience numbers

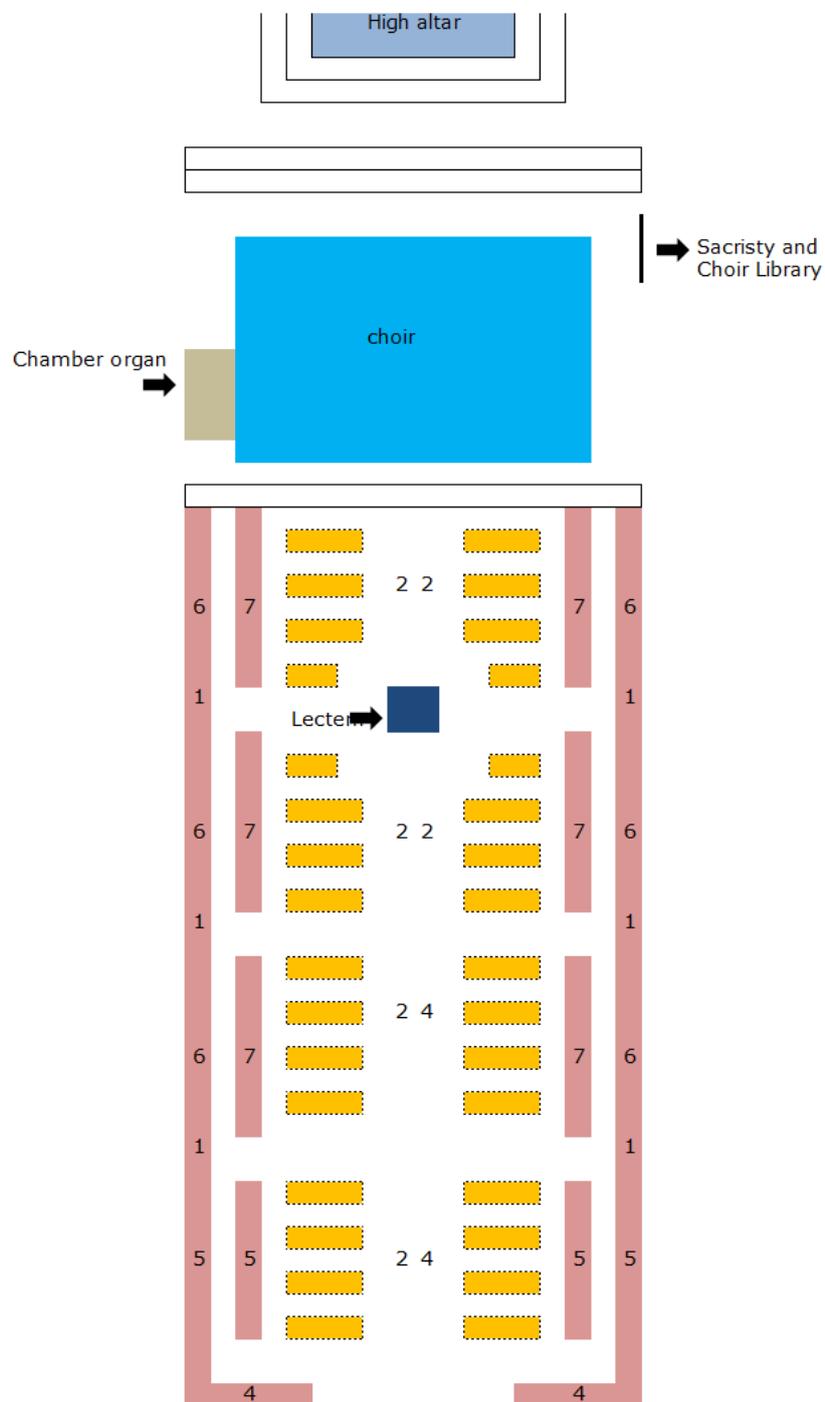
When there are more than **150 people** in the Chapel and/or Ante-Chapel, Chapel users must arrange with the duty porter or concert officer for the North Door to be unlocked.

If Chapel users wish to accommodate more than **250 people** in the Chapel and/or Ante-Chapel, the permission of the Chaplain is required.

### View the space available

The Chapel is open to the public, and concert organisers are welcome to visit. The Chapel Administrator may be available to meet with the organiser in Chapel by request to discuss seating arrangements.

# CHAPEL PLAN



## Key

- Stalls
- Moveable chairs
- Moveable benches
- Steps

n.b. There is room for either moveable chairs **OR** moveable benches in Chapel, not both