



MERTON  
COLLEGE  
OXFORD

CHAPEL

## Merton College Chapel Conditions of Hire and Hire Information for Recordings 2018

This document provides information about the charges and booking procedure for recordings in Merton College Chapel.

### Making a Booking

When contacting the Chapel Administrator, please indicate the preferred dates for your recording. The Chapel Administrator may be able to give an early indication of whether those dates will be possible. Dates will be considered by the Chapel team on a weekly basis, after which the Chapel Administrator will contact you.

The Chapel Administrator will then send a form to be completed and returned within two weeks. Your event cannot go ahead if this form is not returned.

### After the Event

The Bursary will send an **invoice** to the contact address indicated on the booking form.

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 (inc. VAT) apply:

	External hire	Student hire
Recording Fees	£720/day	on enquiry
Set-up/Set-Down Time	£24/hour	£16/hour
Dobson Organ hire	£170/day	£90/day

The standard hire fee includes:

- Use of the Chapel and Ante-Chapel
- Use of the Sacristy as a recording office
- Use of music stands and stage lights
- Rehearsal time on recording days

Please be aware that set-up and set-down time are also charged at the above rates if outside of a day's recording.

Use of the Dobson Organ in your recording will also be charged on top of the recording fees.

A Green Room can arranged upon enquiry.

### Tuning of the Organ

If a special tuning of the Dobson Organ is required, this will be funded by the group hiring the Chapel and the invoice will be sent direct from Tickell Organ Builders to the relevant contact. To make arrangements for this extra tuning, please contact the Chapel Administrator.

### Recording Sessions

You will be asked to provide information about timings for your recording sessions, including set up and set down of the recording equipment. Please be aware that you need to finish recording by 10.00pm.

### Access to Chapel Facilities

You will need to inform us of the time you will require access to the Chapel and Sacristy each day of your recordings. Please be aware that you will not be allowed entry before the time you give. This includes earlier access for sound engineers on recording days to set up equipment or work on recording tracks. If you do not inform us of required earlier access, please be aware you may charged an additional hourly rate on top of the daily charge at the discretion of the Chapel Team.

### Accommodation and Food

If your group requires accommodation or food whilst you are here for your recording, please contact [conferences@merton.ox.ac.uk](mailto:conferences@merton.ox.ac.uk).

## 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 and locked at night.

### Access to the Sacristy

The Sacristy is available for use as a recording office, though no food or drink (except water) may be consumed. If the Verger is not available during the recording dates, access for the sound engineer will be arranged.

Please be aware that the Verger works in the Sacristy so may be present during recording sessions. Sound engineers are expected to work around this.

### The North Door

This is the door into the Chapel from Merton Street. It is always kept locked, but can be opened by arrangement with 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. Use of Mob 1.1 as a green room is considered on a case by case basis.

### 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. If you use these, please make sure you return them and leave them neatly arranged.

### Heating

The Chapel heating is on from September - April, but the building is a very cold environment. Please make sure your group and audience are aware and prepare suitably. We cannot supply any additional heaters or blankets, etc.

### 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.

### Smoking

Smoking is not permitted anywhere in the building.

### Toilets

Chapel users 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 should contact the Chapel Administrator **well in advance of the recordings.** The

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College is unable to guarantee that parking will be available. If parking is unavailable, Chapel users will need to make their own arrangements.

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

This is your responsibility. If you wish to leave recording equipment, etc. to be collected on the following day please consult the Chapel Administrator first. Please note that the Verger is not expected to move furniture or tidy up after the Chapel has been used; their role is primarily supervisory.

### **Surcharge**

If the Chapel, Ante-Chapel, Sacristy and any other rooms used are not left exactly as you found them and the security and other College requirements are 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.

### **The Chapel candles**

These are only used during services sung by the Choir of Merton College and are not to be lit.

### **Emergency Exits**

The porch door and the door from the Sacristy to Mob Quad should remain clear of obstruction during 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.

### **View the space available**

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