

# barbican concert hall

## Promoter notes

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The City of London  
Corporation is the founder  
and principal funder  
of the Barbican Centre

# 1

# Barbican Hall information

The Barbican Hall has a maximum audience capacity of 1949

### Capacity

Stalls	855
Circle	773
Balcony	321
<b>Total</b>	<b>1949</b>

12 seats are held off from this figure for landlord purposes which are released for general sale if not required

### Sound mixing desk

If a mixing desk is required FOH then 51 seats in the stalls are taken off sale.

### Wheelchair positions

Rear of Stalls	36
Rear of Circle	6

### Stage extensions

If a stage extension is required for large forces front stalls seats are held off sale as follows:

- 4' stage extension - 65 seats (stalls rows B & C)
- 8' stage extension - 93 seats (stalls rows B, C & D)

### Stage Capacities

Maximum licensed stage capacity: 350

Suggested comfortable occupancy:

With no stage extension  
16:14:12:10:8 strings/3:3:3:3 wind/5:4:3:1 brass  
plus a choir of 120  
or unaccompanied choir of 160 adults or 300 children

With four foot stage extension:  
18:16:14:12:10 strings/4:4:4:4 wind/5:4:3:1 brass  
plus choir of 120

With eight foot stage extension:  
20:20:18:18:12 strings/5:5:5:5 wind/6:5:4:1 brass  
plus a choir of 120

### Ventilation

Air conditioned

### Auditorium lighting

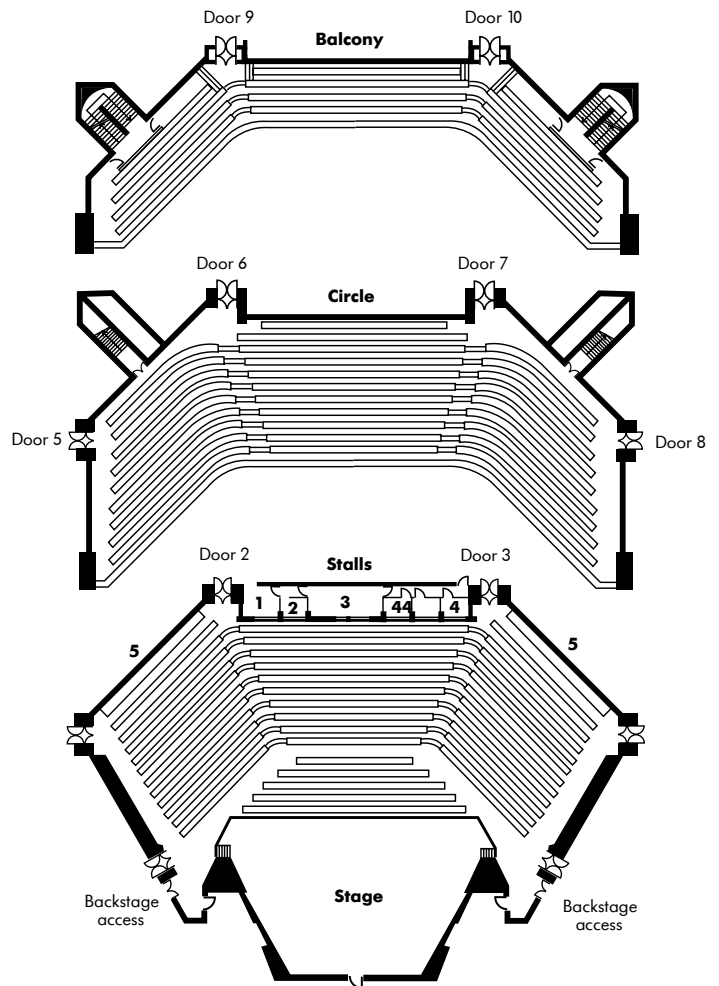
Dimmable houselights

### Stage Dimensions

Area	199.4m <sup>2</sup>
Width front	20.1m
Width rear	9.8m
Depth	12.4m
Stage Height	0.91m

### Risers

10 mechanical risers on rear half of stage



### Key

- 1 Sound
- 2 Lighting
- 3 Projection
- 4 Presenters position
- 5 Wheelchair position

### Access

Side steps from auditorium

Doors centre back stage - high and low level, each approximately 1.06m wide x 1.98m high

Piano lift: 1.57m x 3.05m (goods only)

Disabled passenger lift: 1.50m x 1.20m situated in full view of the audience

Sets, through front of house doors 1.45m wide x 2.06m high - 2.53m diagonal

# 2

## Venue hire and optional technical packages 2017/18

### What's included in your fee:

	Venue Hire	+ Touring Package	+ Technical Package		
<b>Fee</b>	<b>£8,225+VAT</b> (2017/18) <b>£8,375+VAT</b> (2018/19)	an additional <b>£1580+VAT</b>	an additional <b>£2400+VAT</b>		
<b>Marketing</b>					
Entry in Barbican monthly guide and website (Subject to meeting copy deadlines)	•	•	•		
<b>Lighting</b>					
Overhead White Concert Lighting	•	•	•		
FOH Moving Lights (18 Warps motorized profiles)	•	•	•		
FOH Moving Lights (10x K10 LED wash lights)		•	•		
Moving Light Rig on LX Bar 1: 2x K20, 4x K10, 4x Robin DL4S, 4x Robin Pointe		A choice of 2 of these lighting bars	A choice of 3 of these lighting bars	Additional Bars can be booked @£200 per LX bar	
Moving Light Rig on LX Bar 3: 5x K20, 4x Martin Viper, 2x Robin Pointe					
Moving Light Rig on LX Bar 4: 6x K10, 5x Robin DL4S, 4x Robin Pointe					
Moving Light Rig on LX Bar 6: 5x K20, 4x Martin Viper					
Moving Light Rig on LX Bar 7: 6x K10, 4x Robin DL4S, 5x Robin Pointe					
1x Hazer DF50 or 2x GH500H (rebranded Antari HZ500)			•		
4x MAC700 or equivalent as floor lights			•		
<b>Sound</b>					
Flown House Speaker System; L/R & Centre Cluster	•	•	•		
PA on Stage; Subs, L/R Fills and Front fills		•	•		
FOH Sound Desk			•		
FOH Operated Monitor System (See Package for Details)			•		
In-house stock of Microphones, Stands and Cables			•		
<b>Stage and backstage</b>					
Stage Lifts and Automated Risers	•	•	•		
Ventilation and Central Heating	•	•	•		
Stage Furniture (music stands, chairs, rostra)	•	•	•		
2x House Pianos (tuned to A=440)	•	•	•		
Piano Tuning – up to 2 tunings	•	•	•		
Paying Stage Bar (until end of last interval)	•	•	•		
20 dressing Rooms (5 with toilet and shower, 15 without)	•	•	•		
Black Dance Floor and Black Wall Drapes (subject to get-in time; may not be available for late get-ins)		•	•		
<b>Staff</b>					
Production Manager (pre-production)	•	•	•		
Stage Manager	•	•	•		
Stewards	•	•	•		
Programme Sellers	•	•	•		
Box Office Services & Event Accounting	•	•	•		
Security Staff (from 6pm, 6h call)	1	2	2		
Crew	up to 4	5	6		

Not included; to be provided by or paid for by the Promoter

- FOH desk & engineer and Monitor system & engineer
- Mics, mic-stands and DI boxes
- Loaders
- Backline

- Catering (to be booked with Barbican approved caterer)
- Personal or support staff (for example, wardrobe assistant / runner / hairdresser / personal assistant / driver or other staff required by Artist)
- Parking costs, transportation and accommodation

\*The venue reserves the right to adjust venue hire and package prices each financial year

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## Notes on Touring Systems

### FOH sound desks

The front of house mix position at the rear of the stalls is accessed via the stalls auditorium doors. The access width is 1.40mtr, height 2mtr. For large FOH desks a method statement for installing the desk must be provided and the promoter/Sound hire company will be responsible for providing sufficient crew to safely undertake this operation. The Barbican will provide all XLR breakout tails for access to the house tie lines to stage and house systems.

### Flown PA systems

The Barbican Concert Hall has no flying points suitable for flown PA systems. It may be possible to fly certain elements from the on-stage fly bars, a weight restriction of 100kg point load SL&SR on the bar applies.

Touring ground systems can be used however it is strongly recommended that the flown in-house system is used to provide full sound coverage of the auditorium.

### Concert Hall PA

The main PA system comprises of flown left and right line arrays; Meyer Milo 60, 90, 120 & sub M3D.

On stage, per side 2 Meyer 700HP subs, 2 Meyer upj-1 p's, frontfills 4 Meyer m1d's. An optional centre cluster (8 Meyer M'elodie) is available.

All elements of the system are EQ'd and time aligned using Meyer Galileo.

### Concert Hall tie lines

FOH mix position to stage has 72 lines + 12 returns all on XLR tails FOH, with monitor desk splits (also on XLR tails situated SL) and 12 way floating XLR stage boxes onstage. Isolated splits for recording or broadcast are available for hire.

We also have a number of analogue and digital video tie lines, CAT 5, multimode-fibre and Triax tie lines available. Please contact the Barbican Music Department's Technical Office via your Production Manager for details.

Please note it is not possible to run multicore systems through the Barbican Concert Hall auditorium. If specialist multicore systems are required it may be possible to run these in, but this would require additional time and might incur additional costs.

### Tour lighting

Only very limited flying is available for touring lighting. Please see the full lighting specification document for more information.

All equipment details are subject to change.

# 3 Terms and conditions

## Access and Curfew

Standard get-in time is 2pm. The morning may become available dependent on our resident orchestra and will be subject to an additional session fee. Your contract details your tenancy times. Please note there will be no access to the Hall and Backstage areas prior to the contracted get-in time. All technical rigging, stage setting, piano tuning and other preparation must be accommodated within the contracted times, therefore exact rehearsals and soundcheck times must be agreed in advance with the Barbican. Evening performances should finish by 10.30pm. If contracted times are exceeded, overtime charges may be applied.

## Staff

The Production Manager advises on number of crew required based on the specification of each booking. The call time for Technicians starts at the contracted get-in time. Please note that it is essential to schedule crew meal breaks into the day. Missed meal breaks and calls exceeding 11 hours (excluding meal breaks) will be liable to overtime charges.

## Use of foyers

If you wish to use the foyers and front of house rooms for purposes other than audience access to the concert hall (e.g. performances, displays or exhibitions) please note that access to the foyers is not usually possible outside your contracted tenancy times. Due to the open plan nature of the building, sound intrusion into other venues may prevent foyer performances from taking place. Please discuss your plans and availability of space at the earliest possible opportunity. Extra costs will apply for staffing and servicing of foyer events.

## Finance

The Accounts Department of the Barbican will prepare the final statement for the concert within 14 days of the date of the performance in accordance with your contract with the Barbican. In addition to the rental of the Hall the following deductions will be made from the gross Box Office receipts:

- All charges levied on the concert by the Performing Rights Society
- 20% commission on programme sales
- credit card administration fee (flat rate of 2% of gross box office)
- merchandising fee, if applicable
- the cost of any catering provided at your request plus hire of reception room, if used
- technical equipment in addition to that included in your contract
- facility fee, if your performance is recorded or broadcast
- Foreign Entertainers' (FEU) Tax, if applicable
- any overtime charges, missed meal breaks if applicable
- any other chargeable services provided
- any equipment damaged during tenancy

If you are registered for VAT you as the promoter are responsible for declaring output tax on the total gross box office receipts as shown on the final statement.

## Cancellation

Should you need to cancel your booking after the signed contract has been received, the Barbican reserves the right to charge a cancellation fee which would normally be calculated with reference to the agreed rental cost, after allowance has been made for any monies received from any subsequent re letting of the Hall.

## Changes to artist or repertoire

Agreed artists and repertoire where applicable will be detailed in your contract. Changes to this after signature of contract must be agreed with the Barbican. We may request that you write to patrons to inform them of the change and we reserve the right to offer refunds.

## Foreign Entertainers' (FEU) Tax

UK Withholding Tax on Appearance of Non Resident Entertainers

Under The Finance Act 1986, Section 44, Schedule 2 introduced on 1 May 1987, the Barbican is required to deduct tax at the prevailing basic rate from the net proceeds of any event involving an artist not resident in the United Kingdom.

If the promoter has made prior arrangement with the Inland Revenue Foreign Entertainers' Unit to operate the Simplified Tax System, and the promoter's name appears on the official list for classical concerts (Ref: 489/018/502 505), then tax will not be deducted by the Barbican. This list can be accessed at:

[www.hmrc.gov.uk/feu/classical.htm](http://www.hmrc.gov.uk/feu/classical.htm)

If the promoter has entered into the Middleman Agreement with the Inland Revenue Foreign Entertainers' Unit, and the promoter's name appears on the official list for rock and pop concerts, then tax will not be deducted by the Barbican. Approved promoters and agents of the Middleman Agreement are detailed at:

[www.hmrc.gov.uk/feu/appromers.htm](http://www.hmrc.gov.uk/feu/appromers.htm)

All other promoters should complete an FEU application for a non resident artist or performer at least 30 days prior to the performance. If a reduced rate of exemption is granted, the Inland Revenue will advise the Barbican by issuing a tax certificate (Ref: FEU4(A)). Unless we have this official notification, the Barbican will withhold box office income to cover FEU tax at the prevailing basic rate.

The Barbican is not in a position to negotiate tax liabilities but further guidance notes can be viewed at the Inland Revenue website at:

[www.hmrc.gov.uk/feu/feu.htm](http://www.hmrc.gov.uk/feu/feu.htm)

## Deposit

In order to secure your booking, a deposit of up to 100% of the hall hire fee will be required upon signature of the contract.

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# 4 Box Office

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## Box Office Contact

It would be helpful if you designate just one representative to deal with all ticket requests in the run up to the event. On the night of the concert, the promoter or their representative should introduce themselves to the Ticket Sales Manager at the Box Office (Level -1).

## Sales Figures

Sales reports may be obtained weekly by contacting the Box Office Duty Manager on 020 7382 7024 or bom@barbican.org.uk. For sales figures on the night of the concert, these can be obtained by speaking to the Box Office Duty Manager. PLEASE NOTE THAT FIGURES PROVIDED ARE PROVISIONAL AND FOR GENERAL INFORMATION PURPOSES ONLY. The Barbican cannot be held accountable for any settlements made by the promoter to artists or agents on the basis of these figures. The confirmed final sale figures, plus final charges including credit card commission and PRS will be outlined in the final settlement to the promoter.

## VAT arrangements

All tickets sold through the Box Office are accounted for on a gross basis. This means that the promoter is responsible for accounting for the VAT applicable on sales directly with HM Customs & Excise.

**Discounts and Offers** – please see Box Office Terms and Conditions document

## Ticket Allocations

### Ticket Agencies

We are able to allocate tickets to agencies but the total number of tickets cannot be more than 25% of saleable seats in the house

For full terms and conditions please read "Agency Allocation Conditions" in the Box Office Terms and Conditions.

### Full price tickets for own use

Sponsors' tickets and tickets for members may only be reserved and authorised for release or issue by the promoter (and not by any third party). Tickets may be issued on a sale or return basis, on the understanding that unsold tickets must be returned by the date stipulated by the Ticket Sales Manager. Any tickets issued on this basis will automatically be charged to you. Agency and sponsor tickets will be offset on settlement. If your concert is free or if you require more than 25% of the tickets for Sale or Return, please contact us as we may need to take additional monies for deposit. Please note, the Barbican does not take responsibility for any collected tickets.

Please note for auditing reasons we may only charge tickets to you at their full face value. This price will appear on the ticket, and they will be accounted for in this way in the final concert settlement.

### Promoter allocations

Please indicate on your Concert set up form those seats you would like set aside from public sale. These could include your complimentary tickets plus any full price tickets for your own use e.g VIPs, sponsors or sale or return tickets.

All musicians wishing to watch the performance, orchestral management, promoter's management, or any guests of the promoter will require tickets to gain entry to the Hall for a performance and any such tickets should be issued as part of the promoter's allocation.

For large batches of tickets we would usually require the promoter to arrange collection from the box office in advance of the concert, and to handle this allocation themselves. It is possible to arrange a table near the box office for the night of the concert, to enable your own staff to handle tickets. Please liaise with the Production Manager to make the necessary arrangements.

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## Concert set up and ticketing

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All tickets for your event must be issued by the Barbican Box Office. Use of Barbican box office services is included in the hall hire fee. The Barbican Box Office provides in person and telephone booking services and 24-hour real time internet ticketing is available on the Barbican website. Please see "Box Office Service Standards" in the Box Office section on the Promoter's Microsite for full details of box office services and terms and conditions.

Your concert can be put on sale any time after the signed contract is received. The Concerts Planning team will issue a box office set up form which must be completed and returned at least 10 days before your desired on sale date.

### Box Office Opening Hours

Telephone 020 7638 8891

Mon-Sat: 10am-8pm

Sun, bank holidays: 11am-8pm

### In person

Advance Box Office (Ground floor)

Mon-Sat: 10am-9pm

Sun, bank holidays: 12 noon-9pm

### Wheelchair seats (Area W: Stalls)

Area W in the Stalls may be sold at top price to able-bodied patrons, but wheelchair users may buy tickets in this area at half of the lowest price available. If a companion is required their ticket is also the same price.

### Access membership scheme

Registered disabled customers may join the Barbican's Access Membership scheme which entitles them to one half price ticket. If a companion is required their ticket is also half price.

### House seats

At maximum capacity the Hall numbers 1949 - please note 12 seats are held off from this figure for box office / house management and landlord purposes (for use by the City of London). In the event these seats are not required they are released for general sale.

### Other seat holds

If a sound or lighting desk is installed in the auditorium or the projection unit is used, seats in the centre of block A will be held off sale. The standard sound desk requires 51 seats to be held off sale.

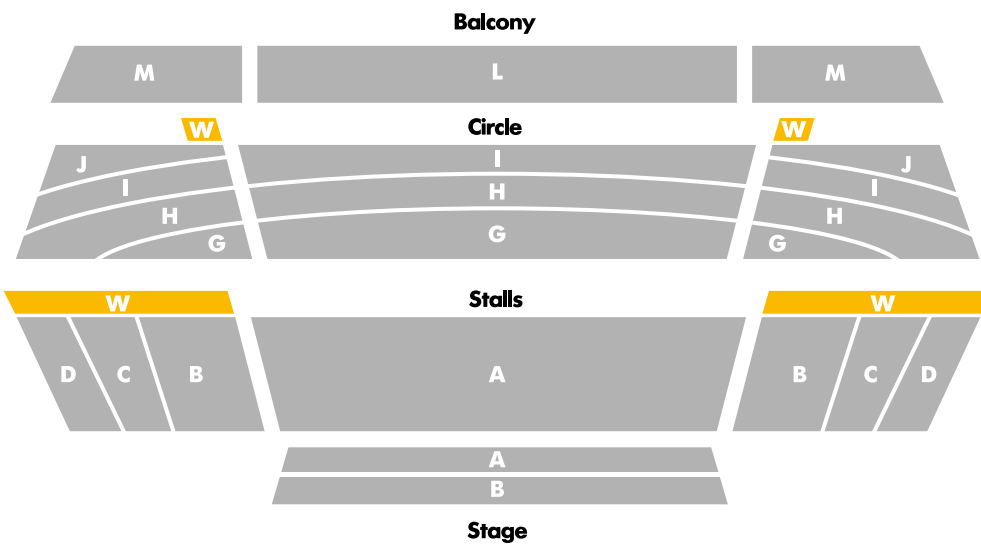
If a stage extension is required, either the first 2 rows (65 seats) or first 3 rows (93 seats) will be held off from sale. Please establish whether you require a stage extension before going on sale.

**Price plans**

Two standard pricing plans are available (classical and contemporary). Please discuss pricing options with the Concerts Planning Coordinator as they can be adjusted according to your desired pricing spread.

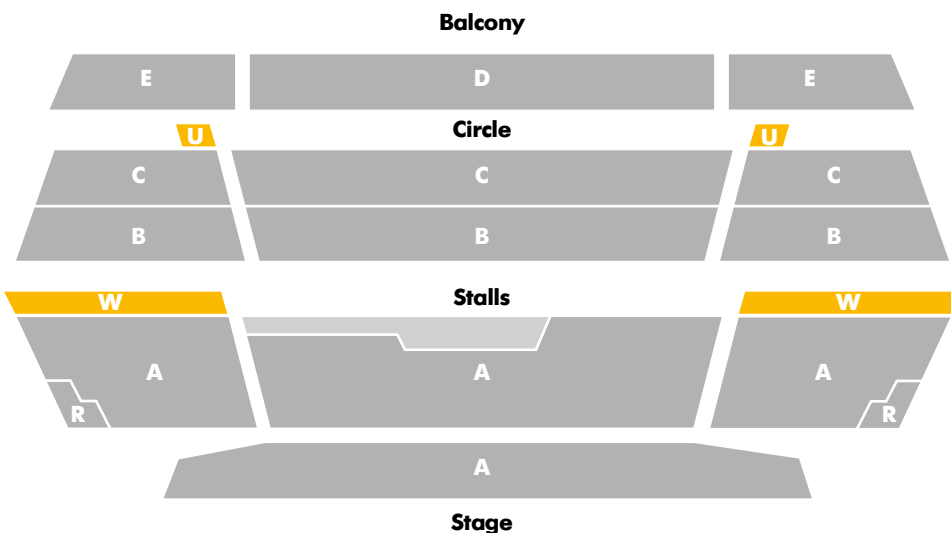
The Artistic Hires and Planning Manager and Concerts Planning Coordinator can advise you on recommended pricing levels and on options for moving the breaks between areas to create more or less aggressive pricing structures.

**Classical Plan**



Area	Standard Classical	
	Capacity	Value
A	350	top price
B	265	mid price
C	116	mid price
D	88	bottom price
G	206	top price
H	228	mid price
I	205	bottom price
J	128	bottom price
L	131	mid price
M	190	bottom price
W	36	Priced at B or C with wheelchair concessions

**Contemporary Plan**



Area	Standard Contemporary	
	Capacity	Value
A	773	top price
B	477	top price
C	290	mid price
D	321	bottom price
E	190	bottom price
R	46	bottom price
W	36	top price with wheelchair concessions
U	6	bottom price



# 6

# Production management

## Staff

### Production Manager

Your event will be co-ordinated by a Production Manager, who is allocated approximately 2-3 months prior to the Concert date. You will need to complete a Technical Requirements Form provided by the Barbican. Once allocated, the Production Manager is your main contact pre- and post-production and they will liaise with other departments in the Barbican for you.

### Stage Manager and Crew

The Stage Manager will be your main point of contact on your Concert day for Stage & Technical issues.

Required Stage / Technical staff are provided by the Barbican for any rehearsal or performance. More will be provided at the Barbican's discretion and a charge may be made. The Stage Crew are responsible only for the arrangement of the stage, not for the loading and unloading of instruments, so please let your Production Manager know if you want to pay for extra staff, loaders or services. In no circumstances should arrangements be made with, or money paid to, the Stage Crew for extra services as this may render them liable to disciplinary proceedings.

### Front of House Staff

A minimum of one Barbican Host (steward) per door on the areas in use, cloakroom Stewards and up to five Programme Sellers will be provided for the performance. Their major responsibilities include checking tickets, assisting Patrons in finding their seats and taking control of their area in the event of any evacuation or other emergency.

Press Desk: All press tickets can be collected from the Box Office by the Journalists themselves or the Promoter is welcome to run their own Press Desk. If they wish to do this, they should contact the allocated Production Manager to discuss how to arrange this.

The Barbican's Programme Sellers can only sell fixed price programmes. If you want to solicit donations for your programmes instead of charging a fixed price, you must use your own Volunteers. Similarly if you are organising a charity or gala event and wish to collect donations from the audience, you must also use your own Volunteers for this.

If you do use your own Volunteers, please remember that the Barbican's staff remain in charge of the doors and all areas at all times and that the Duty House Manager is in absolute charge of any event. Any such collections must be approved by the Barbican. Such approval should be sought from the assigned Production Manager

## Vehicle Access and Parking

### Large Vehicle Unloading/loading

Orchestral instruments should be unloaded at Loading Bay C, situated in the roadway underneath the Barbican. Maximum dimensions for a vehicle using the Loading Bay are: height - 11'6" (3.5 m), length - 26'3" (8 m). Minimum height is 6' (1.8 m). If your vehicle is less than this, please use the car park.

Beech Street Loading Bay (situated in Beech Street Tunnel) is used for large Orchestral vehicles that cannot enter the Barbican via the underground roadway and exit via the turn behind Silk Street Reception. A minimum of 4 weeks notice is required to utilise Beech Street Loading Bay and all vehicles utilising the Bay must display a special dispensation voucher from the Corporation of London's City Engineer's Department. This permit can be organised by your Production Manager.

### Large Vehicle Parking

The Barbican has access to two HGV parking spaces at Smithfield Market, which is situated 5 minutes away from the Centre. These spaces may not always be available; please give us a minimum of 3 weeks notice so that we can arrange for your parking. We do not provide overnight parking (unless specifically requested in advance and if spaces available).

Once your vehicle arrives at the Centre, we will provide your driver with a dispensation that is to be displayed in the vehicle at all times. If you do not return this dispensation a charge of £250 will be made. The Barbican is not responsible for any parking tickets issued or incurred by Parking Wardens.

### Artists' Vehicle Parking

Car Park passes can be issued for Artists to use Car Parks 3, 4 or 5 (Beech Street). Please let your Production Manager know your requirements at least 14 days in advance, as they have to obtain the passes from the Car Park Operators. The current charge per car is £3.50 for every 5 hour session. Please note that arrangements cannot be made on the day and the full charge will be incurred if the Car Park is used without first obtaining a voucher.

Artists with heavy instruments are welcome to unload them in Loading Bay C and then park in Car Parks 3, 4 or 5. The maximum height for a vehicle using Car Parks 3, 4 or 5 is 6'.

### Parking for Disabled Customers

Car parking for disabled customers is available in Car Parks 3 and 5. Blue Badge holders have free use of the Barbican car parks whilst visiting the Centre, for which they should obtain an orange voucher from the Stalls Box Office on Level -1 (from 1½ hours before the performance), the Duty House Manager or the Advance Box Office (Silk Street entrance).

## Stage Management

### Sets and Fixed Props

If you plan to use a set or other fixed props, you must consult us at the design stage, so that we can ensure they meet Licensing and Statutory authority guidelines. If your set already exists we still need to give these authorities at least 35 days notice, so please do let your Production Manager know at an early stage if this is the case. Failure to give this notice may jeopardise plans for your event.

### Choirs

The Barbican Hall has a set of mechanical risers to the rear half of the stage which are adaptable for various sizes and layouts of choirs. Please see stage plan enclosed. If you plan to use a choir, please let your Production Manager know so that they can ensure the stage meets your requirements.

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### **Keyboard instruments**

Solo and Orchestral Steinway Grand Pianos, tuned to A=440 are included in your hire fee. We can also arrange for the instruments to be tuned, and for a Tuner to be present throughout the concert. If you wish to bring in an alternative piano, or require one tuned to another pitch (a charge will apply), please advise your Production Manager well in advance. We cannot provide a harpsichord or organ, but are happy for you to bring one in if required. Preparation of Barbican pianos is strictly prohibited unless absolute consent has been given by your event contact. Any damage caused through piano preparation, regardless of whether agreement has been sought or not, will result in a re-charge to the Artist and/or their representative.

### **Drapes and Black Floor**

Please let us know if you want plain black drapes and/or black floor along the side and back walls of the stage (a charge will apply unless you have booked a Technical Package). To use your own drapes, you must supply samples and certificates of fire retardancy at least 35 days prior to your concert. You should also allow extra time for your get in/get out.

### **Backstage and Security**

#### **Dressing Rooms**

Rooms appropriate to the number of Artists involved will be provided, including the Conductor's Green Room. Arrangements can also be made for choirs to use the Choir Rooms. Please discuss any specific requirements for Dressing rooms with your Production Manager in advance.

#### **Security**

If a particular Artist requires special security arrangements or if you are expecting VIPs and Royal visitors, please notify your Production Manager as early as possible so that the departments concerned can be alerted. If additional security is deemed to be required the Barbican reserves the right to pass on the cost of additional Show & Events Security Officers to the Promoter.

The Promoter is responsible for ensuring that all backstage visitors are acceptable to the Artists. A list of all personnel requiring backstage access must be submitted to your Production Manager 24 hours prior to the event.

### **Recording and Photography**

#### **Recordings**

Any intended film or audio recording for TV, radio, archive, or CD/DVD release must be registered with the Barbican at the earliest opportunity and will require a separate contract and facility fee. Supplementary technical costs may also be levied. You are responsible for obtaining all rights clearance in relation to any recording of your concert.

If cameras are to be used the necessary seats in the auditorium will be held, resulting in a reduction of available seats on sale. If a TV or Radio Production Company wanting to record your concert approaches the Barbican, we will contact you directly to ascertain your interest. The Barbican will not agree to any recording without the Promoter's consent.

Please inform your Production Manager at the earliest opportunity if any filming or recording is requested.

### **Press Photography**

We can only allow a maximum of four photographers to cover the performance itself for the first three numbers of a show (or the first 10 minutes - whichever is shorter). If you expect photographers to be present during your performance, please discuss with your Production Manager who will provide detailed guidelines.

Barbican Front of House staff will have full control of the house at all times, and may ask photographers to leave at any time.

### **Branding**

Sponsors' branding (including the projection of gobos) is not permitted in the Barbican Hall auditorium during your tenancy period. Alternative branding opportunities may be available within the foyers. These may include use of banners, pop-up stands, or gobos, and will be discussed with your Production Manager on a case by case basis.

### **Hospitality**

#### **Receptions and hospitality**

The Barbican can offer various services and many different types of catering in various venues including the Fountain Room, The Garden Room/Conservatory and The Conservatory Terrace (subject to availability; a hire fee will apply).

In the first instance, please discuss your requirements with the Concerts Planning Coordinator or your Production Manager.

Please note that front of house receptions in the Barbican may only be carried out by the Barbican's appointed caterers, Searcy's.

#### **Artist Catering**

There is an Artists' Paying Bar backstage available on request which opens 30 minutes before each rehearsal and concert, throughout each rehearsal, and up until the end of the concert interval. It serves tea and coffee, alcoholic and non-alcoholic drinks, sandwiches, biscuits and fruit.

Please notify your Production Manager well in advance if you have any additional backstage catering requirements for your event. Please note that catering in the Barbican may only be carried out by the Barbican's approved caterers.

#### **Smoking**

In response to recent legislation in England from 1 July 2007 banning smoking in workplaces and enclosed public spaces, smoking is not permitted anywhere on the Barbican premises. It is the Promoter's responsibility to ensure that all Staff, Artists and Volunteers comply with the Barbican's no-smoking policy. If any person is found smoking on the premises, including anywhere in backstage or dressing room areas, Barbican staff have been instructed to call Security; this includes the use of electronic cigarettes.

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# 7 Marketing and publicity

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## What's included?

### Barbican Guide

Your concert will be listed in the Barbican guide for the month in which it takes place.

The Barbican Guide is mailed to over 20,000 Barbican Members each month and is displayed on the Barbican foyers.

### Website

You will have a dedicated page on the Barbican website with information about your event, images of the artists and a link to our online booking system. We can also include an external link to the artists' website.

If you have soundclips, videos (i.e. suggested YouTube clips) or further information about the artist we can also upload these to your webpage. If your programme is free, we can also add your programme to your webpage for patrons to download in advance of the event.

### What's On Screens

Your event will feature on the What's On Today screens on the day of performance.

### Leaflet on Barbican foyers

We are able to take up to 500 leaflets for display on the Barbican foyers. Due to limited space within the Barbican foyers and the availability of the plasma network as the primary communications channel, level 0 and -1 leaflet racks are prioritised for the display of the Barbican's own print and that of its resident and associate companies. Your leaflet will be displayed on level 1 of the foyers. The Barbican reserves the right to refuse to display print if it is deemed to be promoting an event in direct competition to one being held at the Barbican.

## What's available at an extra cost?

### Inserts and advertising in the Barbican Guide

You can insert your leaflet in to the monthly Barbican Guide mailing or book advertising space. Please contact Neil Sopher at [neil@cabbell.co.uk](mailto:neil@cabbell.co.uk) for more information. The Guide mailing date is occasionally subject to change and therefore we would advise that you book any advertisement or an insert to mail not less than 5 weeks before the event. The size of the mailing is 20,000 although you can insert fewer leaflets if you wish.

### Advertising

The Barbican uses Target Live Media to book display advertising and they would be happy to advise you on a media campaign for your event to suit your budget. To discuss this further please contact Tim Bonney at [tim.bonney@target-live.co.uk](mailto:tim.bonney@target-live.co.uk)

For classical concerts there is also a weekly Classical Music Guide which appears in the Saturday Guardian, Saturday Telegraph and Sunday Times. Space in this can be booked by contacting Caroline Gresham at Smart Arts Solutions on 020 7233 6753 or [caroline@smartartssolutions.com](mailto:caroline@smartartssolutions.com).

## Other Information

### Programmes

You can sell programmes or provide programmes for free at your event. If you sell the programmes there is a 20% commission + VAT on sales. If your programmes are free and/or if you are intending to use your own staff to distribute programmes there is a charge of £100 + VAT fee in lieu of commission.

### Proofing

Please ensure that you send proofs of all leaflets, programmes and adverts to the appropriate Barbican marketing contact for approval (see contacts below). There are logos and information which can be downloaded from [barbican.org.uk/promoters](http://barbican.org.uk/promoters) and must be included on your print. If these are omitted without the approval of Barbican marketing we may not be able to display your leaflets or sell your programmes.

### Talking about the Barbican

In communications, the organization and venue is 'the Barbican'. We do not use an initial cap on 'the' when referring to 'the Barbican'. For external promoter publications or advertising, would be referred to as:

Barbican, London

OR Barbican Centre, London

NOT London Barbican

NOT Barbican Hall

### Merchandising

All merchandise and cd sales must be arranged in consultation with our shop ([shop@barbican.org.uk](mailto:shop@barbican.org.uk)). Current commission rate is 15%, and the promoter must run their own merchandise sales.

## What next?

Once your event booking has been confirmed, please contact the following people for further information on all the above. The Barbican marketing team is happy to provide advice on the best way to market your event throughout your campaign.

For classical events: Mairi Warren on 020 7382 5260 or [mairi.warren@barbican.org.uk](mailto:mairi.warren@barbican.org.uk)

For contemporary events: David Lally on 020 7638 7104 or [david.lally@barbican.org.uk](mailto:david.lally@barbican.org.uk)

# 8 Contacts

## Concerts Planning

For hall booking, contracts, repertoire, ticket pricing, box office set up, discounts and offers, changes to concert set up, Barbican guide and brochure listings, queries re. final settlement.

<b>Katy Morrison</b>	Artistic Hires and Planning Manager	<a href="mailto:katy.morrison@barbican.org.uk">katy.morrison@barbican.org.uk</a>	020 7382 7369
<b>Joseph Littlewood</b>	Planning and Partnerships Manager	<a href="mailto:joseph.littlewood@barbican.org.uk">joseph.littlewood@barbican.org.uk</a>	020 7382 7126
<b>Adam Davison</b>	Concerts Planning Co-ordinator	<a href="mailto:adam.davison@barbican.org.uk">adam.davison@barbican.org.uk</a>	020 7382 7096

## Marketing and Publicity

<b>David Lally</b>	Marketing Campaigns Assistant (Contemporary Music)	<a href="mailto:david.lally@barbican.org.uk">david.lally@barbican.org.uk</a>	020 7638 7104
<b>Mairi Warren</b>	Marketing Campaigns Assistant (Classical Music)	<a href="mailto:mairi.warren@barbican.org.uk">mairi.warren@barbican.org.uk</a>	020 7382 5260

## Box Office

For regular ticket sales updates and allocation of guest tickets

<b>Ticket Sales Managers</b>	<a href="mailto:bom@barbican.org.uk">bom@barbican.org.uk</a>	020 7382 7024
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## Production Management

For general production management, technical, staging and logistical queries

<b>Eddie Shelter</b>	Senior Production Manager	<a href="mailto:eddie.shelter@barbican.org.uk">eddie.shelter@barbican.org.uk</a>	020 7382 7035
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You will be allocated a production manager who will be your main contact in the lead up to your event

## Merchandising

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## Functions and Receptions

For information on functions and receptions, please contact Concerts Planning Co-ordinator in first instance.

## On your Concert Day

<b>Stage Manager</b>	020 7382 7012
<b>Front of House Duty Manager</b>	020 7382 7342