

## ARTISTIC HIRE - WHAT'S INCLUDED

The following is included in the venue hire fee and is designed to meet the requirements of a standard classical concert. Please see separate information regarding add-on technical services for non-classical gigs.

1. **Times**
  - Standard 2pm get-in. This allows for a 3 hour rehearsal in the afternoon.
  - An earlier get-in time might be possible according to availability and an additional session fee applies
2. **Facilities**
  - Auditorium House Lights
  - Overhead white concert lighting
  - Flown House speaker system for announcement only - please note this does not include the use of the House mixing desk and effects rack, House microphones, cables and stands, House monitor desk and monitors, or House playback and recording equipment.
  - Stage lifts
  - Ventilation (air cooled system) and central heating
  - Stage furniture: stage risers, music stands, chairs, rostra
  - Steinway D soloist piano (tuned to A = 440) – additional pianos may be available at additional cost
  - Barbican Hall: Paying stage bar (open until the end of last interval) and backstage lounge area for artists
  - Milton Court Concert Hall: Back of House café, by arrangement
  - Backstage dressing rooms
  - Right of access to the foyers for artist and audience (non-exclusive access)
3. **Staff**
  - Pre Production
    - Production Manager
  - On Day of Concert
    - Stage Manager and/or Stage Supervisor
    - Up to 4 crew (3 in Milton Court)
    - Hosts (provided for the concert only not for rehearsals or foyer activities)
    - Programme sellers
    - Security Staff (standard building security only)
4. **Services**
  - Box Office services, in advance and on the night
  - Online ticketing
  - Event accounting
  - One piano tuning (to A = 440)
5. **Marketing**
  - Event page on Barbican website
  - An entry in the Barbican Centre's monthly Guide
  - Subject to availability and entirely at the discretion of the Barbican, the Event may be featured in one relevant Classical or Contemporary music brochure

### ANCILLARY SPACES - BARBICAN HALL

If you wish to use Front of House spaces for ancillary events or for entertaining purposes, or require access to the foyers for performances in connection with your Hall event, please note that this is subject to availability and extra costs will apply for room hire, staffing and servicing of these events.

### ANCILLARY SPACES MILTON COURT CONCERT HALL

Please note that this is a working Conservatoire and access to Front of House rooms/spaces is limited. If you require additional space please contact Barbican Music in the first instance.

## BARBICAN HALL ARTISTIC HIRE – TERMS

This document is a summary of main terms only, please read promoter notes available on [www.barbican.org.uk/promoters](http://www.barbican.org.uk/promoters) and your contract, and ensure your team is briefed

### DATE OFFER and CONFIRMATION

The artists who perform on this date must be those which you have agreed with our Concerts Planning department in advance. Any changes will render the date offer null and void.

The Barbican reserves the right to ask for a deposit of up to 100% of the hire fee.

Concerts must be contracted before they can be put on sale at box office and online.

### ON SALE

Please discuss on sale date with us before announcing. We request up to 10 working days turnaround on receipt of confirmation to put an event on sale at Box Office and website. There is a limit of 25% of house for ticket agency allocations. Box office phone lines open at 10am.

### MARKETING/PRINT

We require image and copy to put your event online. Inclusion in monthly Barbican Guide is available only if deadlines are met. Inclusion in additional print such as contemporary or classical brochure is provided entirely at the Barbican's discretion and cannot be guaranteed.

### GET IN TIME AND CURFEW

You and your artists/crew may load into Hall and backstage areas from the stated get-in time on your contract. An earlier get-in might be possible but is arranged with the production manager. Start time of concert is assumed to be 7.30pm with doors at 7pm unless otherwise arranged. Barbican Hall curfew is 10.30pm; Milton Court Concert Hall has a very strict curfew and performances must finish by 10pm latest. Overtime charges will be applied after these curfews.

### BOX OFFICE FIGURES

Any box office figures provided by Box office on the night of your concert 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.

### FINANCIAL SETTLEMENT

The Barbican is part of the City of London Corporation and we follow strict guidelines. All deductions are taken from gross box office receipts and the remainder paid over to you after the event. Should there be insufficient box office receipts we will issue an invoice for the remainder. We are unable to offer cash on the night of a concert under any circumstances. Settlement payments to promoters will be in the form of a cheque sent to promoters unless bank details for BACS transfer are set up with the Finance dept in advance. Deductions include:

- Hire Fee
- PRS charges. The exact charge is calculated on the amount of copyright material performed in the concert and the full amount is deducted upon settlement
- 2% gross box office - credit card administration charge (applied to all venue sales)
- 20% commission on programme sales
- merchandising fee, if applicable
- any catering provided at your request plus hire of reception room, if used
- additional technical equipment booked via Production Manager
- facility fee, if your performance is recorded or broadcast
- Foreign Entertainers' Tax, if applicable
- overtime charges or any other chargeable services provided by the Barbican
- any equipment damaged during tenancy

### MERCHANDISE

All merchandise arrangements for Barbican Hall shows must go through our shop - please contact [shop@barbican.org.uk](mailto:shop@barbican.org.uk). Arrangements for Milton Court Concert Hall are to be made directly with your allocated Production Manager. A merchandising fee will apply.