barbican

Barbican Hall Promoter notes

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1 Information

Capacity
The Barbican Hall has a maximum audience capacity of 1946:

Stalls	855
Circle	767
Balcony	321
Total	1943

18 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

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
14:12:10:8:6 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:
16:14:12:10:8 strings/4:4:4:4 wind/5:4:3:1 brass
plus choir of 120

With eight foot stage extension:
18:16:14:12:10 strings/5:5:5: 5 wind/6:5:4:1 brass
plus a choir of 120

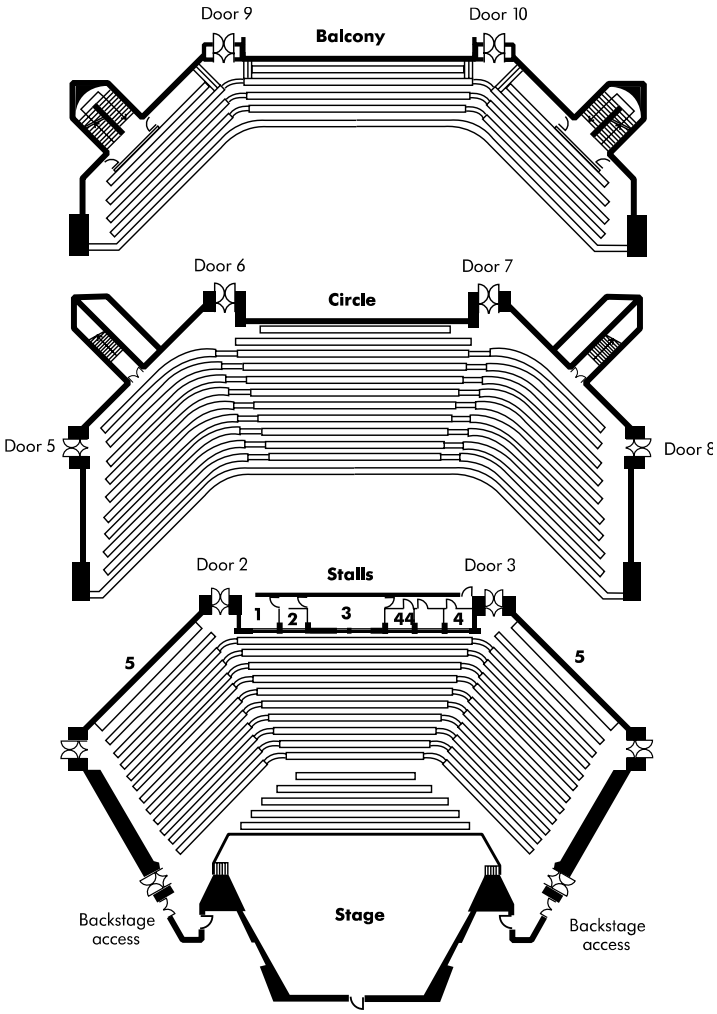
Ventilation
Air conditioned

Auditorium lighting
Dimmable houselights

Stage Dimensions

Area	199.4 m^2
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

Venue hire & optional technical packages

What's included in your fee:

	Venue hire	+ Touring package	+ Technical package
Fee*	**£10,186+VAT** (FY26/27) **£10,490+VAT** (FY27/28)	An additional **£2,245+VAT** (FY26/27) **£2,310+VAT** (FY27/28)	an additional **£2,945+VAT** (FY26/27) **£3,030+VAT** (FY27/28)
Marketing			
Entry on Barbican website	•	•	•
Lighting			
Overhead White Concert Lighting	•	•	•
FOH Moving Lights (18 Warps motorized profiles)	•	•	•
Full Moving Light Rig		•	•
4 x K10s floor lights		•	•
1x Hazer DF50 or 2x GH500H (rebranded Antari HZ500)		•	•
Lighting Desk – Grand MA2	•	•	•
Sound			
Flown House Speaker System; L/R & Centre Cluster	•	•	•
PA on Stage; Subs, L/R Fills and Front fills		•	•
FOH Sound Desk – SD7			•
In-house stock of Microphones, Stands and Cables			•
Stage and backstage			
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)		•	•
Staff			
Production Manager (including pre-production)	•	•	•
Stage Manager	•	•	•
Stewards	•	•	•
Programme Sellers	•	•	•
Box Office Services & Event Accounting	•	•	•
Crew (from contracted get-in time until end of get-out , max 14.5 hrs**)	up to **4** (to include:1 x LX , 3 x Stage)	**6** (to include: 2 x Sound, 1 x LX , 3 x Stage)	**6** (to include: 2 x Sound, 1 x LX , 3 x Stage)

+ Monitor Package (an additional) **£1,298+VAT** (FY26/27) / **£1,336+VAT** (FY 27/28)

- Monitor System - SD10 and 12 Wedges (includes 1 monitor engineer for max 14.5h call and 1 loader)

+ Floor lighting package (an additional) **£882+VAT** (FY26/27) / **£907+VAT** (FY 27/28)

- 8 x K10 floor lights
- LX 2 (for a maximum 14.5 shift)
- Includes FOH lighting desk Grand MA2

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

- Loaders
- Backline
- Catering (to be booked with Barbican approved caterer)
- Soloist piano trials
- Piano tuner concert attends
- Personal or support staff (for example: wardrobe assistant / runner / hairdresser / 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. The Barbican financial year runs 1 April - 31 March.

** Calls exceeding 14.5hrs inc. meal breaks (3/4h lunch & 1/2h dinner) will be liable to additional charges as per rate card.

Notes on Touring System

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-1p's, frontfills 4 Meyer m1d's. An optional centre cluster (8 Meyer Melodie) 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 rehearsal 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) 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:

- 100% of the 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)
- 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 to write to bookers on your behalf and 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 been approved for the Simplified Tax System then tax will not be deducted by the Barbican. This list can be accessed at https://www.gov.uk/government/publications/simplified-tax-system-for-classical-music-payees-for-non-uk-resident-performers

Likewise, if the promoter has entered into the Middleman Agreement then tax will not be deducted by the Barbican. Approved promoters and agents of the Middleman Agreement are detailed at https://www.gov.uk/government/publications/non-resident-rock-and-pop-entertainers-promoters-agents-and-merchandisers

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 https://www.gov.uk/money/foreign-entertainer-rules.

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.

4 Ticketing and pricing plans

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 Promoters Microsite
for full details of box office services and terms and conditions.

After the signed contract is received the Concerts Planning team will agree an on sale date and issue a box office set up form. This must be completed and returned at least 10 days before the agreed on sale date.

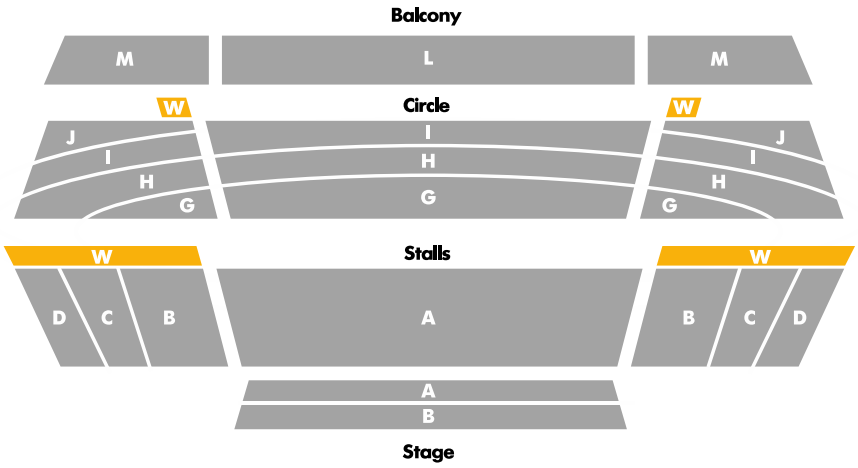
Ticket pricing
Two standard pricing plans are available (classical and contemporary). Please discuss pricing options with the Concerts Planning Coordinator as they can be adjusted according to your desired pricing spread.

Box Office opening hours
Telephone: 020 7870 2500
Mon-Fri: 12- 5.30pm

In person
Advance Box Office (Ground floor)
Mon–Sun: 10am–7.30pm
Bank Holidays: 12 noon–7.30pm

1 Classical Plan

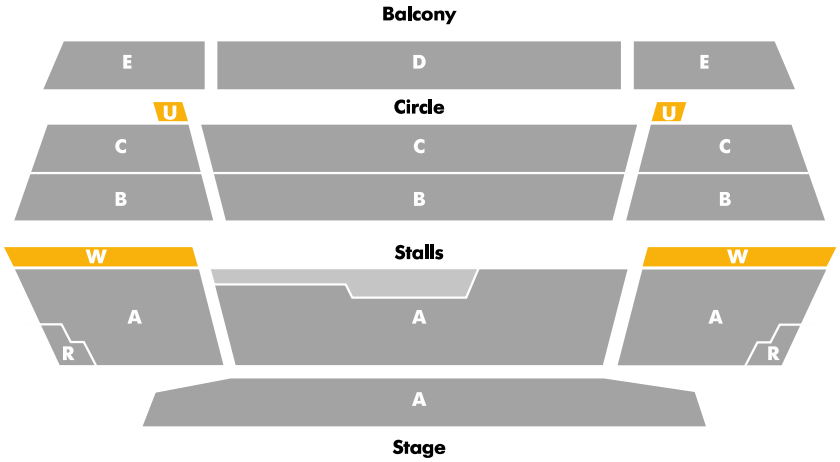
The Artistic Hires and Planning Manager and Concerts Planning Assistant can advise you on recommended pricing levels and on options for moving the breaks between areas to create more or less aggressive pricing structures.



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

2 Contemporary Plan

The Contemporary Plan divides the hall into 5 areas and three price bands enabling a simpler price plan which is well suited to Jazz, World, Rock or Pop shows. This plan takes into account the standard seat holds for a sound desk in the stalls.



Area	Standard Contemporary	
	Capacity	Value
A	722	top price
B	553	top price
C	214	mid price
D	131	bottom price
E	190	bottom price
R	46	bottom price
W	36	top price with wheelchair concessions

5 Box office

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.

Seat Holds

House Seats

The City of London is contractually entitled to up to 18 seats for each performance for Landlord and House Management purposes. These will be put on public sale if not required. The Box Office may also reserve other seats in the run up to the concert for administrative purposes (e.g. holding off aisle seats to ensure availability for customers with access requirements).

Press seats

Press seats should be allocated from within the promoter's own complimentary ticket allocation. Promoters should bear this in mind when deciding how many comps to request. If a journalist contacts our Press department about attending the concert, they will be given the promoter's contact details to arrange for seats directly.

Wheelchair seats (Stalls area W)

Seats in Area W are sold at top price, wheelchair users can request a free companion ticket if required.

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 Stalls area 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 putting your event on sale.

If a projection screen is required it may be necessary to hold additional seats off sale, depending on the size and position of the screen, as well any staging requirements.

Discounts and Offers

Access membership

Access members in need of a companion ticket and registered on the Barbican Access Membership scheme may request a free companion ticket when purchasing a full-price ticket for themselves (subject to availability).

Group Booking Discounts

You should indicate on your Concert set up form whether or not you want to offer group discounts, and whether you want to limit the number of tickets sold at that rate. The standard Barbican group discount rate is Groups of 10 or more = 20% discount. You are welcome to discuss an alternative group discount rate.

Your own discounts or special offers

You may also wish to offer discounts to special groups of people, such as your members. Please include details on the Concert set up form, as discounts should be approved before being set up at the Box Office. You are welcome to offer concessionary rates on the basis that the customer's status cannot be verified for telephone and online sales.

Ticket Allocations

Ticket Agencies

We believe that the Barbican's own box office and online booking system offers customers the best experience possible. Should you wish to sell a percentage of tickets via an agency please indicate this on your concert set up form. We are able to issue agency tickets to a limit of 25% of saleable capacity. The value of tickets issued to agencies will be deducted from the gross box office receipts and will be shown on the final statement. It is your responsibility, as the promoter, to recoup any monies from third parties.

Box Office will provide each requested agency an allocation of seats to sell through their own site. We are happy for each agency to use their own digital or physical ticket stock if we can ensure all required information can be displayed. If not, we can post our ticket stock out for the agency to pass on to their bookers. We cannot provide a full collection service for agency ticket bookers.

The face value of any ticket (as defined by the Barbican) must be declared at point of sales and be clearly printed on the ticket issued by the agency. The agency will be responsible for all event communication, including event changes or cancellations.

All allocations must be marked back to the venue within 48 hours of event start time. Once completed, they will be added to our ticketing system and will form part of total sales reported.

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). The cost of the tickets issued will be accounted as part of the final concert settlement and listed as "tickets for own use". 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. 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 environmental reasons, we aim to limit the use of physical tickets. If possible, please provide the names and email addresses of all guests 48 hours prior to event date so we can arrange e-tickets. If this is not possible, we can arrange an allocation of physical tickets to be handed over to the promoter. Individual allocation of these physical tickets must be the responsibility of the promoter. 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. Box Office can not assist with the distribution of guest tickets unless specifically requested, and this will come with additional charge.

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 and cloakroom Stewards 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: For the collection of tickets by Journalists, the Promoter is encouraged to run their own Press Desk. This should be arranged through the allocated Production Manager.

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.

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 Engineers Department. This permit can be organised by your Production Manager.

Large Vehicle Parking

The Barbican has access to one HGV parking space behind Barbican Exhibition Hall 1 up to a maximum vehicle length of 17m. This space is a 2 minute drive from the loading bay on Beech Street, accessed via Whitecross Street. This space 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 space available). Sleeping in vehicles is not permitted, and due to the close proximity of residents noise must be kept to a minimum between 8pm and 8am. This means no running of engines or loading in the area, and simple driving away from the space is permitted between these times.

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 or £6 for every 24 hour session, including VAT. 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.

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

Stage and backstage areas can be accessed via a lift at the Artist's Entrance on Silk Street. For stage access a lift: 1.50m x 1.20m is situated at the front of the stage, in view of the audience.

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.

Dressing Room door widths are all 700mm wide at the narrowest point. An accessible toilet is situated backstage on level -2 with a door width of 7500mm at it's narrowest point and a left hand transfer.

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.

Cleaning

The Hall and backstage areas should be left in the same state that they were found at the start of the day. This means that all uneaten food should be disposed of by the promoter, all rubbish placed in the provided refuse and recycling bins, and all crockery removed from site by the curfew. If this is not adhered to, cleaning charges may be applied.

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.

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, Searcys.

Artist Catering

As part of our commitment to eliminating single use plastics across our Centre, we ask all visiting artists and crew to bring and refill their reusable cups/bottles at one of our water coolers in the backstage areas.

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 only Barbican internal caterers can supply hot food backstage. Cold catering is permitted provided the promoter can demonstrate that food hygiene standards are being met.

Smoking

In accordance with legislation in England from 1 July 2007 banning smoking in workplaces and enclosed public spaces, smoking is not permitted anywhere on 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.

7 Marketing and publicity

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.

If you have sound clips, videos (e.g. suggested YouTube clips) or further information about the artist we can also upload these to your webpage.

Emails

Your event will be included in our Barbican Members email (which reaches approximately 200,000 people) and an additional email (either cross-arts or artform specific) in the week it goes on sale.

Leaflets on Barbican foyers

We are able to take a small amount of 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, some 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 G of the foyers.

We cannot display print that advertises events at venues other than the Barbican, in addition 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.

We are not able to display promotional posters in the Centre

Branding guidelines

Please ensure that you send proofs of all leaflets, programmes and adverts to the appropriate Barbican marketing contact for approval (see contacts). There are logos and information which can be downloaded from 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.

Brand guideline templates can be found here :
https://guidelines.barbican.org.uk/brand/partners/option-3

Proofing

Please ensure that you send proofs of all leaflets, programmes and adverts to the appropriate Barbican marketing contact for approval (see contacts).

Programmes

You can sell programmes or provide programmes for free at your event. If we 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.

If preferred, you can produce a digital programme, which can be redirected from the Barbican website, and the link to which will be included in a pre-visit email to your bookers and specific to your event.

Please send a proof of all programmes to the relevant Marketing Manager.

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

The Hirer may sell merchandise relating to the artist(s) from a pre-arranged position to be agreed with the allocated Production Manager. All mechanisms and staffing required for taking payment must be supplied by the Hirer.

No commission is taken on merchandise sales.

Social media

Your event will be included in our 'what's on' social post during the week of on sale. Organic social media content (engagement or content driven), may be shared by the Barbican, at our discretion.

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. Please contact Neil Sopher at 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.

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.

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.

Katy Morrison	Artistic Hires and Planning Manager	katy.morrison@barbican.org.uk	020 3834 1301
Adam Davison	Planning and Partnership Manager	adam.davison@barbican.org.uk	020 3834 1302

Marketing

Lorraine Blatt	Marketing Campaigns Manager (Contemporary Music)	lorraine.blatt@barbican.org.uk
Ella Goel	Marketing Campaigns Manager (Classical Music)	ella.Goel@barbican.org.uk

Box Office

For regular ticket sales updates and allocation of guest tickets

Ticket Sales Managers	bom@barbican.org.uk	020 7382 7024

Production Management

For general production management, technical, staging and logistical queries

Mez Jones	Senior Production Manager	mez.jones@barbican.org.uk	
You will be allocated a dedicated production manager who will be your main contact in the lead up to your event			

Functions and Receptions

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

On your Concert Day

Stage Manager	020 7382 7012
Front of House Duty Manager	020 7382 7342

Harassment and Abuse of Power

The Barbican is committed to providing a safe place for all staff and artists to work where everyone is respected and listened to. As part of this commitment, we are clear that there is no place for any kind of harassment, bullying, victimisation or abuse of power in the workplace and have introduced contract clauses for visiting companies and artist to ensure everyone working at the Barbican is treated with dignity and respect.

If you experience or witness any kind of unacceptable behaviour while working at the Barbican, please inform a Barbican Production Manager or Stage Manager.

All reports will be treated seriously and confidently.

J9 Venue

The Barbican is a registered J9 venue. This national initiative aims to provide safe and secure opportunities for people to disclose domestic abuse and access a full support system.

Dedicated Barbican staff at each J9 contact point around the Centre are trained to signpost, advise and spot the signs of domestic abuse. Professional counselling is not available on the premises but we do provide a safe place where people can access Information and use a phone to call for further help.

J9 contact points at the Barbican are designated by the Pink Heart sign.