REQUEST FOR A PERFORMANCE BY OXFORD WELSH MALE VOICE CHOIR

1. Request made by:	Name: Address: Post Code: Telephone number/s: Email:
2. About the event	Please describe the nature of the event. Where appropriate, name the charity or cause for which funds are being raised.
3. Venue details	Address of venue Describe the building layout. Where will the choir stand? How many choristers is there room for? Seating capacity: Facilities available- Is there: An in tune piano? An in tune organ? Changing facilities? Toilets? Stage? Car parking (how many)- 13 amp sockets?
4. Date/s and time	Preferred date/s: Start time: Finish time:
5. Promotional details	Event title: Means of publicising: Ticket prices: Anticipated ticket sales:
6. Programme	Programme to be discussed but will be based on that season's choir repertoire. Will you want the choir to provide a soloist (at extra cost)?
7. Costs	As a charity, OWMVC aims to recover its expenses from performances. Appearance fees are agreed for each event. Our minimum fees are £300 for fund raising events and £600 for weddings and private functions. Additional soloists (plus their accompanist) can be provided at cost. A 25% deposit is required to secure a booking for a wedding or private function.
8. Performing Rights Society	The rules require concert organisers to be licensed to perform published live music, where the public is charged to listen. If your venue is not licensed, please agree to send full details to The Performing Rights Society, 19 Church Walk, Peterborough, PE1 2UZ. The fee per concert is around £25.
9. Signature of organiser	Please consider the above request. I accept the rules of the Performing Rights Society and the choir's right to refuse this request. Signed: Date:

Please return this request form to:

Sharron Jenkinson (Events Secretary): 48, Castle St, Steventon, Oxon OX13 6SR
Telephone: 01235 203929 Email: sharron.jenkinson@gmail.com