

## Oxford Welsh Male Voice Choir Booking Request

<b>1. Request made by:</b>	Name: Address:  Post Code: Telephone number/s: Email:	
<b>2. About the event</b>	Please describe the nature of the event. Where appropriate, name the charity or cause for which funds are being raised?	
<b>3. Venue details</b>	Address of venue? Describe the building layout? Where will the choir stand?	
	Audience Seating capacity	
	Choir Performance capacity	
	Choir Seating area	
	An in-tune piano?	
	An in-tune organ?	
	Electric sockets?	
	Changing facilities?	
	Toilets?	
	Stage?	
	Car parking (how many spaces)?	
<b>4. Date/s and time</b>	Preferred date/s: Start time: Finish time:	
<b>5. Soloist Information</b> <i>(Disregard if not applicable)</i>	Organiser to arrange - Details :-	
<b>6. Promotional details</b> <i>(Disregard if not applicable)</i>	Event title: Means of publicising: Ticket prices: Anticipated ticket sales:	
<b>7. Programme</b>	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)?	
<b>8. Costs</b>	As a charity, OWMVC aims to recover its expenses from performances. Appearance fees are agreed for each event. Our fees are price on application for fund raising events, weddings and private functions. Soloists (plus their accompanist) can be provided at additional cost. A 25% deposit is required.	
<b>9. Performing Rights Society</b>	A PRS license is required for live performances of published music, where the public is charged to listen. If your venue is not licensed, please contact them <b>pplprs.co.uk</b> (telephone number 0800 015 5937)	
<b>10. Signature of organiser</b>	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 reply to:- Concert Secretary Lloyd Evans, 6 Griffin Close, Adderbury, Oxon, OX173HR 07715237818.

[Lloyd.william.evans@hotmail.com](mailto:Lloyd.william.evans@hotmail.com)

## **Risk Assessment at venue.**

Public Liability requires that a risk assessment is carried out. This should include, but not be limited to, the following:

- Trip Hazards
- Entering the venue
- Exiting the venue
- Outside lighting