

# DCMVC Concert Booking Form

## 2023 – 2024 season



### CONCERT REQUEST DETAILS

Contact name \_\_\_\_\_

Correspondence address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel.no. \_\_\_\_\_ Mobile no. \_\_\_\_\_ Email address \_\_\_\_\_

Venue name and postcode \_\_\_\_\_

Charity or cause to benefit \_\_\_\_\_

Preferred concert date(s) \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

Notes : Concert season runs from October to June and performances are Friday or Saturday evenings  
Concerts usually commence 7.30pm or 7.45pm and usually end between 9.30 and 9.45pm

### FEES & CHARGES

1. A non-refundable booking fee of £75 (if you have booked with us in the last three years), or £100 (if you have not) will be required to confirm the concert date
2. A retiring collection will be taken by the choir on the evening of the concert

### EQUIPMENT & SPACE REQUIREMENTS

I confirm that the venue has the following:

Tick applicable boxes

- |  |                          |
|--|--------------------------|
| a. An ordinary upright piano in good working condition | <input type="checkbox"/> |
| b. or an electronic piano / keyboard                   | <input type="checkbox"/> |
| c. no piano or keyboard                                | <input type="checkbox"/> |
| d. Power supply for our keyboard                       | <input type="checkbox"/> |
| e. Chairs for the choir to be seated between songs     | <input type="checkbox"/> |

### ADDITIONAL COMMENTS OR INFORMATION

Concert organiser's signature \_\_\_\_\_

Send completed form to: [dcmvcenquiry@gmail.com](mailto:dcmvcenquiry@gmail.com)

Or by post to: DCMVC, 4 Taplow Close, Mickleover, Derby DE3 0RP

Once confirmed, please pay £50 non-returnable fee by BACS to:

Account Name Derbyshire Community Male Voice Choir  
Account Number 67260964 Sort Code 08-92-99

Registered Charity Number 1189111

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### Concert organiser's responsibilities

Due to the number of concerts we perform each season, the choir are unable to assume responsibility for the organisation of concerts.

Both parties agree to promote the concert in line with our promotional plan, a copy of which will be provided on receipt of the above booking fee.

As the organiser you are responsible for:

- Identifying a suitable venue capable of holding a substantial audience, together with a stage or area large enough for a 20 person choir, space for accompanist(s) and Musical Director (conductor).
- Providing a secure changing area for use by the choir.
- Arranging the sale of tickets. For a successful evening the organiser should aim to sell 50-100 tickets.
- Providing refreshments for the audience and choir during the interval (typically 15-20min).
- Organising other fund-raising activities, e.g. a raffle. However, timing of these must be carefully managed, e.g. by drawing raffle numbers prior to the concert.

### **Notes:**

- i. The booking fee is payable once the concert date is confirmed with the Choir. This is non-returnable in the event of cancellation at any point following receipt.
- ii. We typically take a retiring collection in support of a donation we make to the Choir's nominated charity at the end of the concert season. The charity is named on the Choir website.
- iii. The Choir is normally able to sell several tickets for each concert at a discounted cost to choir members' partners, the level of discount to be agreed between the organisers and the Choir.
- iv. The Choir will require access to the premises at least 45min prior to the concert.
- v. The Choir will take responsibility for its own musical programme for the evening but are happy to share a programme with other groups