

**Derbyshire Community Male Voice Choir**  
**Concert Application Form**  
**2019 - 2020**

**CONTACT DETAILS**

Applicants name (Mr/Mrs/Ms) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel. no . \_\_\_\_\_ Mobile no \_\_\_\_\_

Email address \_\_\_\_\_

Proposed venue \_\_\_\_\_ Venue Postcode \_\_\_\_\_

Cause or charity \_\_\_\_\_

**CONCERT DATE**

Preferred date(s) for the concert (if any) \_\_\_\_\_

Note : The Choir season is from the 1<sup>st</sup> October to 30<sup>th</sup> April - Friday/Saturday evenings only  
Concerts commence at 7.45pm and usually end between 9.30 and 9.45pm

**FEES & CHARGES**

1. A non-refundable booking fee of **£50** will be required when the concert date is confirmed.
2. A retiring collection will be taken by the choir on the evening of the concert.  
(Alternatively, a donation of £100 may be accepted in lieu of a retiring collection by prior agreement with the choir)
3. A cancellation fee of £50 will be levied should the organiser cancel the concert

**MUSICAL EQUIPMENT**

As the Organiser I confirm that the venue has: (tick all appropriate boxes)

An ordinary upright piano in good working condition ☐

or an electronic piano / keyboard ☐

no piano or keyboard ☐

Signed by \_\_\_\_\_

Print Name \_\_\_\_\_

Return your form by post to

David Carver, DCMVC Secretary,  
99 Elm Tree Avenue, Kilburn, Derby DE56 0NN

Or by e-mail to

davecarvert2@gmail.com

# Derbyshire Community Male Voice Choir

## Organisers Responsibilities

Due to the number of concerts we perform each season, the choir are unable to assume any responsibility for the organisation or promotion of concerts. The choir will advertise the concert on its own website and Facebook page

As the organiser you are responsible for:

Identifying a suitable venue capable of holding a minimum audience of 80-100 people, together with a stage or area large enough for a 30 strong choir.

Churches, church halls, community halls, school halls, etc are the most popular venues.

A secure changing room for use by the choir should be available.

Providing a normal type piano or a good quality electric piano. If you are unable to provide a piano please inform the choir at the time of booking.

Arranging your own publicity, promotion and sale of tickets. For a successful evening the organiser should aim to sell approximately 100 tickets. The cost of a ticket is at the discretion of the organiser and usually ranges between £3 and £10 depending upon local circumstances e.g. relative wealth of the community, refreshments included within ticket price, etc. The choir would suggest a minimum ticket price of £5 as experience has shown that cheaper ticket prices rarely attract a bigger audience.

Publicity – This is key to the success of the evening. As soon as the date has been agreed, ensure that it goes into the diaries of all those who are to be associated with the organisation of the event. Ensure that where possible, the date does not clash with any other unconnected local activities

Remember – tickets do not sell themselves. Whilst the choir members will buy some tickets, the responsibility for ensuring that all tickets are sold is down to the organisers. Give your own members a target to sell. It is not that difficult for each of them to sell 5 or 10 tickets. It is essential to try and sell as many tickets as possible before the concert – you should not rely on selling all your tickets at the door.

A booking fee of £50 is payable on confirmation of a date for the concert. This fee is considerably lower than most other choirs and we look to supplement this fee with a retiring collection at the end of the concert. The vast majority of income raised by the choir is donated to their nominated charity at the end of the concert season.

A cancellation fee of £50 will be charged should the concert organiser cancel the concert at any time following a firm concert booking

Refreshments for the audience during the interval. The choir ask that the interval be kept to no more than 15 minutes

Refreshments for the choir during the interval. We normally ask for glasses of fruit squash for each member of the choir and a plate of biscuits.

Operating a raffle. Many concert organisers operate a raffle to increase revenue. We would ask that to save time, winning tickets are drawn by an independent person during the concert and winning numbers announced or displayed at the end of the concert.

The choir is normally able to sell a number of tickets for each concert at a discounted cost to choir members' partners, the level of discount to be arranged between the organisers and the Choir Secretary.

The choir will require access to the premises at least 1 hour before the concert.

The choir will take responsibility for the musical content of the evening. All concerts start at 7.45pm unless specifically agreed to the contrary at the time of booking.

The choir will provide soloists and a Master of Ceremony who will introduce the choir, the music, soloists and anything else that helps to make the evening run smoothly.

The provision of a microphone is essential so that the audience can hear the necessary announcements