

CONCERTS & PERFORMANCES



Venue Hire Information Pack



Contact

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Venue Information

The National Centre for Early Music (NCEM) is based in the medieval Grade One listed converted church of St Margaret's, which stands in the heart of the City in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for concerts. NCEM runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.



Auditorium

NCEM is licensed to hold up to 200 people, including performers, promoters and staff. The performance area is very flexible with power/AV points throughout.

The auditorium area including audience seating space is approximately 12 metres x 20 metres. Performers can either work at the East End, that enables approximately 100 to be seated theatre style, or on the South side allowing an audience of 180 to be seated comfortably.

Flexible staging (step access) is available on request. There are 12 x pieces each measuring 1m x 2m and two heights, either 35cm or 75cm. Ramp access can be arranged for staging set at 35cm height. A black skirt is available for 75cm height legs.

The auditorium is well soundproofed with excellent acoustics for music, drama and speech, due to a series of flexible acoustic baffles which are easily opened/shut to give greater/lesser reverberation as needed.

NCEM is heated throughout and has bespoke lighting, recording and black-out facilities.

Lighting

NCEM has dimmable house lighting in the auditorium along with pre-rigged and programmed stage lighting.

Sound

NCEM is designed primarily for acoustic performances but can happily accommodate amplified concerts. Please note that the venue PA system is only suitable for playing pre-recorded background music and for announcements using wireless microphones.

If you plan to bring your own equipment (this should be PAT tested) and engineer, please let us know. NCEM's portable PA system (with engineer) is available to hire for an additional charge - please contact us for a specification.

Maximum audience capacity for amplified performances is 172 due to the mixing desk location.

Backstage

The artist green room includes a comfortable seating area, private lockable changing space with toilet, ironing board and iron, and access to our kitchen facilities. There is also access through the kitchen to an outdoor area.

Front of House

Front of house facilities and staff are included in the venue hire. These are as follows:

- Duty Manager – this is the venue key holder and responsible person who is also Fire Marshal and First Aider
- Trained volunteer Stewards who will assist audience members and can sell merchandise
- Cash and card bar before the concert (from 45 minutes before the performance starts) and during the interval serving a wide range of bottled ales, lagers, wines, spirits and soft drinks.

The NCEM Box Office Service is also available for an additional charge – please see details below.



PRS

NCEM is registered with the Performing Rights Society and therefore we must charge you royalties for the performance of copyright works. The charges will be as follows:

- Popular / jazz concerts: 4.2% + VAT of box office takings, with a minimum charge of £19.00 + VAT
- Classical concerts: 6.5% + VAT of box office takings, with a minimum charge of £32.49 + VAT. For events with no admission charge, the minimum fee is £18.75 + VAT.

NCEM will invoice for these charges after the event. Please share your set list with our team as soon as possible on or after the event, to enable our reporting to PRS.

Please note that these charges are subject to change by PRS.

Access

NCEM is completely flat floored throughout making it an accessible building for wheelchair users with or without an accompanied helper. There is an entrance ramp from Percy's Lane and the Walmgate entrance is flat, allowing full access from both directions.

NCEM has an induction hearing loop installed in the main part of the venue. We can also recommend reputable BSL interpreters or palantypists if required.

There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on 01904 413121 or Station Taxis on 01904 623332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.

Location & Parking

York is situated in the heart of the UK with excellent rail, road and airport links. The train journey takes just under 2 hours from London Kings Cross, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.

The main entrance is on Percy's Lane off Navigation Road but there is also access from Walmgate through the church garden. The Walmgate entrance is open for events only and not during normal office hours.

There are four car parking spaces available for artists to use in the venue car park. For audiences, the closest car park to NCEM is Peel Street, which is approximately a four-minute walk away and there is on-street parking available on Percy's Lane from 18.00.

You can find more information on local parking at www.parkopedia.co.uk

Hire Charges

Monday – Friday (16.00 - 23.00)

£400 + VAT per day

Saturday / Sunday (16.00 - 23.00)

£500 + VAT per day

Facilities included in hire:

- Excellent acoustics for music and speech
- Backstage and Front of House facilities
- Staffing: Duty Manager and Stewards
- Cash and card bar before the concert (from 45 minutes before the performance starts) and during the interval – £300 + VAT minimum spend applies
- Silent under-floor heating in the Church
- Staging: up to 6m wide and 4m deep
- House and stage lighting
- Large screen, HD projector and laptop if required
- High speed Wi-Fi throughout the building
- Hearing loop
- Reception area
- Black-out facilities in the Church
- Up to 6 x candelabras and candles (when available)
- Garden space
- Up to 15 x music stands (when available)



Available for additional charges:

- Additional hours: £100 + VAT per hour (subject to availability)
- Venue PA system (please note that this can only be used for background music and for the venue's wireless microphones): £35 + VAT per microphone
 - 2 x handheld wireless microphones
 - 3 x lapel microphones
- Portable PA system including engineer for amplified concerts: £375 + VAT (subject to availability)
- Grand piano / Harpsichords / Chamber organ / Fortepiano: £150 + VAT per instrument
- Instrument tunings
- Livestream / recording service (1 x camera operator plus camera approx. £300 + VAT) – please contact us to discuss your requirements
- Box Office Service: commission charged at 10% + VAT of gross ticket sales (see below)



Box Office Service

- Advance sales online, over the phone and in person (commission charged at 10% + VAT of gross ticket sales; minimum charge £50 + VAT) – please see the Box Office Service Agreement for full details
- Unique URL event page on our What's On webpage
- For events presented at the NCEM: one feature in the 'Also at the NCEM' section of our e-newsletter (date agreed by arrangement) and one social media post on the NCEM Facebook and Twitter channels one week before your event

Please note: whether you chose to use our Box Office Service or not, you are responsible for all your own concert promotion and marketing.