



Dorset Police Male Voice Choir Conditions for Concerts & Events

Part B

Booking – A completed application form signed by the organiser of an event must be forwarded to the Concert Secretary to secure the date for the concert. Dates are allocated on a first come first served basis. The application form will be countersigned on behalf of the choir and a copy returned as confirmation. This will be done after the venue has been visited by the venue co-ordinator and is found to be suitable. Arranging and booking a suitable venue is the responsibility of the organiser.

Purposes of the Concert – Dorset Police Male Voice Choir is a registered charity with a primary objective of raising funds for other charitable causes. To enable up to date record keeping, organisers should advise the choir treasurer of the gross amount raised at the event within seven days of its conclusion.

Promotion of Concerts – Organisers are responsible for promoting and publicising concerts. However, the choir will provide a “toolbox” of items that may assist with publicity. Please contact the **Concert Secretary** for details.

Fees & Costs – The Choir engagement fee will be invoiced to the concert organiser about one week prior to the concert date. Cheques payable to ‘Dorset Police Male Voice Choir’ should be sent to the Choir Treasurer as shown on the invoice. All other concert/event related costs are the responsibility of the organisers

Choir Promotional Items – The choir receives no financial support and to assist in maintaining its viability, reserves the right to sell promotional items such as CDs at concerts.

Venue and Access – Venues must be capable of accommodating a choir of up to 50 members. The choir will normally expect access to venues at least 90 minutes before a concert commences. Securing and booking a suitable venue is the responsibility of the organiser, after consultation with the choir.

Piano – A **well-tuned piano** is essential and will be needed for choir and solo purposes at concerts. It is the responsibility of the organiser to arrange a suitable piano. The choir does have a portable electric keyboard that can be utilised in certain circumstances. Please contact the concert secretary well in advance of the concert date should this facility be required.

Organ – If, as part of a concert, the choir requests the use of an organ, please specify in advance, the conditions under which it may be used.

Concert Content and Support – Concerts normally start at 7.30pm and conclude by approximately 9.45pm. This includes an interval of not more than 15 to 20 minutes. It would be appreciated if hot and/or cold drinks can be provided for the choir during the interval.

Musical content for concerts will be the responsibility of and at the discretion of the choir's Music Director. Music requests from organisers will be considered but not guaranteed and must be advised via the concert secretary at least six weeks in advance.

Ticket Sales – Concert organisers have sole responsibility for all advance and ‘door’ ticket sales and should ensure a suitable audience is raised and that the event is viable. Many choir members’ wives/partners assist with arrangements on behalf of the choir and regularly attend concerts to do so; therefore it is requested that concessionary entrance fees be arranged.

Raffles and Additional Activities – Raffles or similar activities must not take place during the concert itself. For example, drawing winners and arranging allocation of prizes etc; must take place during the interval or after completion of the concert programme.

Cancellation – The choir reserves the right to cancel any engagement considered incompatible with its aims and practices or those of the Police Service.