



SJE Arts at St. John the Evangelist church

109a Iffley Road, Oxford

Concert Booking form

S
C

Date of Event

Title of Event

Arrival time

Start time of Event

Finish time of Event

Departure Time

Contact details

All correspondence and invoices will be sent to the person named below.

Name

Address

Email

Phone

If you will have a concert manager for the day of the concert please give their name here.

Musical Programme

Your requirements in detail

(Please fill in these boxes as fully as possible)

Type of performance:
(eg: orchestra, choir, soloist)

Number of performers:

Will you be using the
Steinway D Piano
(£180+VAT)

Yes	No
-----	----

Will you be using the
Yamaha upright piano
(£25+VAT)?

Yes	No
-----	----

Will you require tuning (at cost)?

Yes	No
-----	----

Tuning to be arranged by SJE Arts.

Do you require staging?

Yes	No
-----	----

We have nine pieces 2m x 1m and one piece 1m x 1m (legs 20 cm or 40 cm) in addition to the piano staging. The piano is

Do you require music stands?

Yes	No
-----	----

How many? (we have 12 available)

How many seats for the audience

250	300	400	450	500
-----	-----	-----	-----	-----

If the required performance space is large, this will reduce the number of available audience seats.

Do you require a box office onsite (to be managed by hirer)?

Yes	No
Yes	No

Do you require tables for cds? Please note: SJE Arts asks for 10% commission on sales.

Will you use numbered seating?

Yes	No
-----	----

You must arrange this yourselves

Do you require any Green Rooms?

Yes	No
-----	----

If Yes, please provide further details:
We will contact you to discuss options

--

Where will tickets be available for sale?

--

What prices are the tickets?

--

Would you like us to provide a bar in the interval?

Yes	No
-----	----

If Yes, when will the interval be?

--

There must be a qualified First Aider at your event. Would you like SJE to arrange for First Aid cover?

Yes	No, we will provide our own First Aider for the event
-----	---

Event to be recorded?

Yes	No
-----	----

Filmed?

Yes	No
-----	----

Fees for filming or re

Are you bringing in additional electrical equipment?

Yes	No
-----	----

If yes, please specify:

--

If yes, has it been electrically (PAT) tested and approved?

Yes	No
-----	----

Will your music be amplified?

Yes	No
-----	----

Limited car parking for performers and blue badge holders is available in the James Street carpark (adjacent to SJE). Spaces must be booked in advance and permits will be issued. Please indicate if you would like to book:

1-3 spaces	4-6 spaces	
------------	------------	--

Please note that SJE Arts requires four well sited guest tickets for their VIPs for every event booked.

A site visit is essential well before your concert. Please arrange this with Sally Doyle, concerts@ssho.ox.ac.uk, 01865 6

Booking form to be returned to Sally Doyle, details as above.

For internal use only:

Venue hire fee

Piano hire & tuning
fees



St Stephen's House
OXFORD

--

--

--

s on 40 cm staging.

Recording may apply.

--

--

