

Chichester Cathedral

Guide for Visiting Choirs

General Information Pack

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Introduction

We are delighted that your choir will be singing at Chichester Cathedral shortly, and we look forward to welcoming you for what we hope will be a memorable and rewarding visit.

This booklet is intended to help you prepare for your visit. Please take some time to read through it. We hope that it answers some of the questions you may have. If you require any further information, please contact the Liturgy and Music Assistant:

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Liturgy and Music Assistant
Telephone: 01243 812488
E-mail: lmassistant@chichestercathedral.org.uk

Or further contacts within the Liturgy and Music Department are:

Paul Legrave
Liturgy and Music Administrator
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Organist and Master of the Choristers
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General Information

Choir Size

Please be aware that due to limited space in our stalls we can accommodate a maximum choir size of 35 people. Please refer to the Choir Stalls guidelines and quire plan on pages 6-7.

Rehearsals

When you are contacted you will also be asked to inform us of your preferred rehearsal times. This means that you will be booked into the Cathedral Diary to avoid clashes with other events. Unfortunately it isn't always possible to give you your preferred times due to other events or services taking place in the Cathedral at the time, and there may be rare occasions when changes have to be made to pre-arranged rehearsal times to avoid a clash with a service that has been booked in afterwards. It is very important that choirs and organists stick to the rehearsal times that they have been booked for and not to start early or finish late. This is particularly important when rehearsing in the stalls or on the organ.

Song School - The Song School is available for use by choirs. On weekdays and Saturdays the choir may rehearse for the majority of the day (stopping for the duration of any services taking place). On Sundays the choir may rehearse from 8.45am - 9.30am and 1pm - 3pm. We would be very grateful if choirs could note the following requests when using the Song School:

1. Please do not eat or drink in the Song School.
2. Please do not hang coat hangers on the historic woodwork around the edge of the Song School.
3. Please take care not to remove music belonging to the Cathedral Choir that may be out in the stalls.
4. Please do not remove hymnbooks from the Song School.
5. Please leave the Song School in a tidy state once you have finished rehearsing and also ensure nothing is left behind.

Choir Stalls - On weekdays and Saturdays the choir may rehearse from 4pm - 5pm in the Stalls. Rehearsals on Mondays must stop by 4.15pm, allowing silence for a service. Rehearsals on Fridays must finish by 4.30pm, allowing silence for confessions. On Sundays the choir may rehearse from 8.45am - 9.30am and 1pm - 3pm. We would be very grateful if choirs could note the following requests when using the Choir Stalls:

1. Please do not eat or drink in the Choir Stalls.
2. Please take care not to remove music belonging to the Cathedral choir that may be out in the stalls.
3. The hymnbooks can be used but please do not remove them from the stalls.
4. Please do not touch the light fittings on the choir stalls as they are easily damaged.
5. Please do not tip up the seats in the stalls as the misericords below are very delicate.
6. Please leave the Choir Stalls in a tidy state once you have finished rehearsing and also ensure nothing is left behind.

Organ Practice - On weekdays and Saturdays the Organist can usually rehearse at 1.45pm - 2.30pm and 3.15pm - 4pm. During the holidays there is usually extra time available at 8.45am - 10am.

Car parking

Car parking is **not** available in the precincts. In special circumstances (such as disabled access or minibus access) it may be possible to provide parking in the Bishop's Palace grounds, if advance notice has been given. We need a minimum of a week's notice for this and we cannot guarantee that we can obtain permission to park. Please contact the Liturgy and Music Assistant if you would like to be forwarded a map of nearby car parks.

Refreshments

Sundays - After the 11am Eucharist, members of the Choir are welcome to join the congregation for coffee, soft drinks or wine in the South Transept.

Tea in Cloisters Café - On one of the days of your visit tea can be provided in Cloisters Café free of charge for up to 35 people, with an additional charge of £1.50 per extra person (payable at the café counter on the day). Tea comprises of one drink of tea/coffee/squash and one slice of cake per person. The café is open from 9am - 5pm on Monday to Saturday and 10am - 4pm on Sundays. Tea can be served at any time up to 4.15pm during the café opening hours, except on Sundays when the only available time is between 2.30pm - 3pm. You will be asked if you would like to book in for tea, and if so for how many and at what time. Please note that the café can usually only accommodate a maximum of 35 people for tea due to limited space. With that in mind it is preferred that the booked tea slot is reserved for choir members and helpers only.

Toilets

Toilet facilities are available in Cloisters Café (during opening hours).

Safety when in the Cathedral

Please take care when entering and leaving the Choir Stalls as the steps are steep and uneven. We recommend that during your rehearsal in the Choir stalls someone is appointed to stand at the foot of the steps to help the other choir members as they come out. Please also be careful when using the Song School stairs as these are also steep.

Behaviour when in the Cathedral

Please remember that the Cathedral is a very ancient building, and therefore needs to be treated with respect. In particular, please ask your choir not to tip up the seats in the choir stalls. The misericords beneath each seat are extremely delicate and easily damaged. If you wish to view them, the vergers can arrange for this.

The light fittings on the choir stalls are easily damaged. Please do not touch them. Please do not take food or water into the choir stalls.




Choir Stalls

Guidelines

These guidelines are to be used with the *Quire Plan* (page 7), and are intended to help you prepare for your visit to us.

We can only accommodate a maximum of 35 people in a choir. The *Quire Plan* illustrates the exact 35 places that can be filled in the Quire.

Legend

	1 st Area
	2 nd Area
	3 rd Area

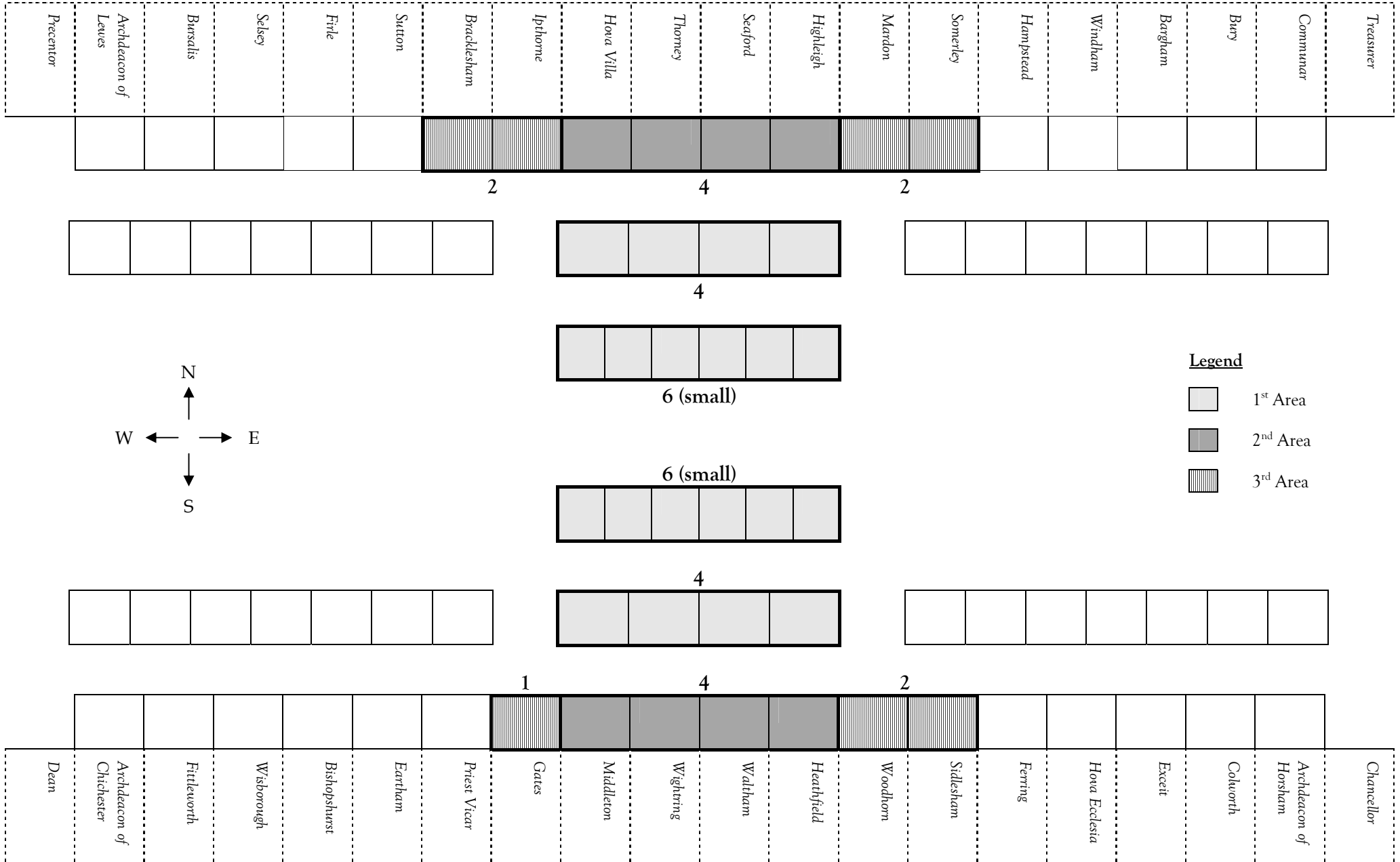
The legend illustrates the order in which these places are to be filled.

The 1st area is the Choir Stalls which the Cathedral Choir occupies. On either side there is a row of 6 chorister stalls and a row of 4 lay vicar stalls - making 20 places in total. These stalls need to be filled on both sides first. Please bear in mind that the 6 chorister stalls have less leg room than the others.

The 2nd and 3rd areas need to be filled in order and it is preferred that people are distributed on both sides as evenly as possible. The 2nd area has a total of 8 places, the 3rd area has a total of 7 places.

The Vergers have a copy of this plan and will be prepared to give you any further help and guidance on the day of your visit.

Quire Plan



Accommodation

The following are brief details, including contacts and approximate prices of possible accommodation for choirs in the Chichester area. You are advised to arrange accommodation as early as possible, as availability can be limited.

Prebendal School

54 West Street, Chichester, PO19 1RT

Contact: Mrs Kerry Lanning, Bursar

Telephone: 01243 782026

Email: bursar.prebendal@btconnect.com

Accommodation for approximately 45 is available during school holidays.

Price: £13 per person per night, self catering

Proximity to Cathedral: Next door

*No car parking facilities on the grounds – public car parks only

*Access to the accommodation is via stairs only and there is no disabled access

George Bell House

4 Canon Lane, Chichester, PO19 1PX

Contact: Maria Gordon, Bookings Administrator

Telephone: 01243 813586

Email: bookings@chichestercathedral.org.uk

8 en-suite bedrooms available: 3 doubles, 4 twins, 1 single with disabled access.

Price: £70 for single occupancy

£80 for double occupancy

Continental breakfast at £5.95 and Full English at £8.90

3 course TDH Dinner at £22.50

Proximity to Cathedral: Within the Cathedral grounds

*Minimum booking of 4 bedrooms required

*No car parking facilities on the grounds – public car parks only

University of Chichester, (Bishop Otter Campus)

College Lane, Chichester, PO19 6PE

Contact: Conference Office Reception

Telephone: 01243 816069

The College can accommodate up to 400 – preferably adults. We are unable to accept children under the age of 10 years old. Accommodation consists of single rooms, some with en-suite showers; some with shared facilities.

Price: £33.85 + VAT en suite per person per night plus breakfast

£26.10 + VAT shared facilities per person per night plus breakfast

Proximity to Cathedral: 1 mile walk (15 minutes)

*We also offer accommodation at our Bognor Regis Campus (7 miles from Cathedral).

*The University is only able to accept bookings for accommodation during the Summer Vacation from late June to the end of August.

Lavant House School (Easter Holidays Only)

West Lavant, Chichester

Contact: Mrs Margot Lowe, Bursar

Telephone: 01243 527788

Email: bursar@lavanthouse.org.uk

The school can accommodate up to 55, mainly children rather than adults, simply because many of the beds are narrow.

Price: On application.

Proximity to Cathedral: 3 miles

Other facilities: 3 tennis courts (no squash court), swimming pool, gymnasium, riding stables (by separate arrangement with Lavant House Stables).

Goodwood Equestrian Facilities

Goodwood Estate Co. Ltd., Goodwood, Chichester, PO18 OPX

Contact: Mrs Anita Skeats, Accommodation Supervisor.

Telephone: 01243 774157

Up to 80 people can be accommodated in dormitories which vary in size, accommodating between two and thirteen. Only available for groups of more than six.

Price: On application

Proximity to Cathedral: 4.5 miles

Great Ballard School

Eartham, Nr Chichester, West Sussex, PO18 OLR

Contacts: Mrs Sue Jay, Managing Director. Diane Johnston, Assistant

Telephone: 01243 814236

Email: gbschool@breathemail.net

Accommodation with up to 50 beds.

Price: Dinner, Bed & breakfast per person approx £25-£30

Bed and Breakfast £22

Proximity to Cathedral: 8 miles

Prices include laundry and cleaning

Breakages and personal laundry extra

Use of swimming pool extra.

Arundel Youth Hostel

Warningcamp, Arundel, BN18 9QY

Proximity to Cathedral: 13 miles

Littlehampton Youth Hostel

63 Surrey Street, Littlehampton, BN17 5AW

Proximity to Cathedral: 13.5 miles

Telephone: 01903 882204

Email: arundel@yha.org.uk or littlehampton@yha.org.uk

Accommodation varies from twin rooms up to rooms for 6.

Price: Bed and Breakfast included - £22 per adult and £16 per child under 18.

Copyright Designs and Patents Act 1988

It is essential for musicians to be aware of the copyright and performing right provisions contained within the Copyright Designs and Patents Act 1988 (referred to below as 'The Act'). It is also sensible to ensure that Church Authorities are aware of current legislation pertaining to copyright matters.

In general the author of a work is the first owner of any copyright in it. The Act states the duration of copyright in a work as 70 years from the end of the calendar year in which the author dies. Copyright in a typographical arrangement of a published edition lasts for 25 years from the date of first publication. A work passes into the public domain at the end of the term of copyright. In the case of sound recordings copyright is vested in the person who makes the arrangements necessary for the making of the recording. Copyright subsists in sound recordings and lasts for 50 years from the end of the calendar year in which the recording is made. The copyright owner in a musical work has the exclusive right to copy the work or any substantial part of it. A sound recording of organ music which is under copyright will amount to an infringement of that copyright if the recording is made without the licence of the copyright owner.

The Act provides that any performance in the United Kingdom is a 'qualifying performance' afforded protection under the Act. The performer's rights are infringed by a person who, without his consent, makes, otherwise than for private and domestic use, a recording of the whole or any substantial part of a qualifying performance.

Many well-known hymns might appear to be out of copyright because they sound as if they were written long ago. However, the music might be out of copyright but the associated words may have been written at a much later date; alternatively, the music to be recorded may be a modern arrangement of a work in the public domain. In such cases it is likely that at least part of the work remains in copyright and appropriate consent must be sought from the copyright owner(s). Permission is not required to perform or record works within the public domain.

Although Divine Service and, therefore, the Marriage Service, qualify as a public performance within the definition of the Act, the Performing Right Society chooses to grant a free licence for performances during Divine Service in churches or other places of worship and permission to perform copyright works is therefore not required.

Recordings for private and domestic use only

If you wish to make an audio or video recording of your choir in the Cathedral, you should inform the Liturgy and Music Assistant as early as possible, so that a formal application can be made to Chapter. Please note that no recording of any sort may be made without such permission.

Where a sound and/or video recording is to be made of a service then the party responsible for making the recording, must obtain the licence of the copyright holder or the appropriate collecting society acting on his or her behalf. If the organist performs music under copyright during a service in the knowledge that an unlicensed recording is being made he may expose himself to liability for copyright infringement as the continued performance of the work may be construed as implicitly authorising the recording. In order to avoid such a state of affairs the organist must make it clear that a licence from the Mechanical Copyright Protection Society is required and that without this licence a sound recording will amount to an infringement of copyright.

The private Function Licence issued by the MCPS for a fee of £5.75 (inc.VAT) is a blanket licence permitting the recording of most copyright works onto a master tape from which up to nine copies may be made. Copies may not be sold or exploited commercially in any way. Application for a licence should be made at least two weeks prior to the date of the service. Further details may be obtained from the Mechanical Protection Society (Elgar House, 41 Streatham High Road, SW16 1ER).

Since a recording for private and domestic use may be made without the consent of the performer it is essential to protect the interests of the organist by other means. It should be made clear to the couple concerned, by the church authorities, that the organist must be specially consulted and that he is entitled to state the terms and conditions under which he will perform and to charge an additional fee. A written agreement stating his terms should be signed by both parties. Before giving his agreement the organist should satisfy himself as to the use to which the tapes will be put (whether they are strictly for private and domestic use, or are likely to be commercially exploited) and decide upon any fee he will require.

Organists and choirs should resist the argument that, as they are receiving a fee for performing, they should not ask for a supplementary fee if their performance is recorded. While the live performances are expected to be of a high standard there is no doubt that considerable extra pressure is placed on the musicians when the performance is to be recorded for posterity. They should be treated as any other performer - only their place of work is different - and should expect to be properly remunerated.

It is recommended that a supplementary fee of 100% video (50% sound) is proposed for private recordings in recognition of the organist's performing right.

The ISM has produced a contract for the services of an organist for use where a sound and/or video recording is to be made. It is available from the ISM Head Office (10 Stratford Place, London WC1 1AA. Telephone 02076 294413).

Child Protection Policy

Visiting Choirs are responsible for making their own arrangements for the supervision of children when they are in the Cathedral, and are required to comply with their own Child Protection Policies with regard to the safety and protection of children while in the Cathedral.

Chichester Cathedral has a Child Protection Policy, which along with its associated guidelines, is intended to protect children visiting the Cathedral, the Cathedral Choristers and those attending services, as well as any employees, trainees and volunteers. For the purposes of the Policy, children are assumed to be persons under the age of eighteen as defined in the Children Act 1989. Notices announcing the Chapter's policy are displayed within the Cathedral.

The following extracts from the Policy Statement should be noted.

It is the policy of the Chapter that:

- a. The welfare of the child is paramount.
- b. The exploitation of any relationship for self-gratification will not be tolerated.
- c. Allegations of abuse will be viewed seriously and appropriate steps will be taken.
- d. The Chapter will collaborate fully with the statutory and voluntary agencies concerned with child abuse. It will not conduct investigations on its own.
- e. The Communar shall act as the Cathedral's Child Protection Officer and an independent children's representative will also be appointed from outside the Cathedral administration.

Any incidents that give cause for concern should be reported immediately to a clergy member of the Cathedral staff or at any time to the Communar (Col. Andrew Maynard) at the Cathedral Office, Royal Chantry, Cathedral Cloisters, Chichester PO19 1PX. Tel: 01243 812489.
email: communar@chichestercathedral.org.uk.