

# Chichester Cathedral

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## 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:

Charlotte Rattray  
*Liturgy and Music Assistant*  
Telephone: 01243 812488  
E-mail: [lmassistant@chichestercathedral.org.uk](mailto:lmassistant@chichestercathedral.org.uk)

Or further contacts within the Liturgy and Music Department are:

Richard Paterson  
*Liturgy and Music Administrator*  
Telephone: 01243 812487  
E-mail: [liturgymusic@chichestercathedral.org.uk](mailto:liturgymusic@chichestercathedral.org.uk)

Charles Harrison  
*Organist and Master of the Choristers*  
Telephone: 01243 812486  
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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 usually rehearse for the majority of the day (stopping for the duration of any services taking place). On Sundays the choir may usually 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.

***Please note: Our Song School is accessed via a long, stone, spiral stair case. There is no disabled access. If this poses a problem please let us know immediately so that we can try to arrange an alternative rehearsal space for you.***

**Choir Stalls** – On weekdays and Saturdays the choir may usually rehearse from 4pm - 5pm in the Stalls. On Sundays the choir may usually 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 two weeks' 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 <sup>st</sup> Area
	2 <sup>nd</sup> Area
	3 <sup>rd</sup> Area

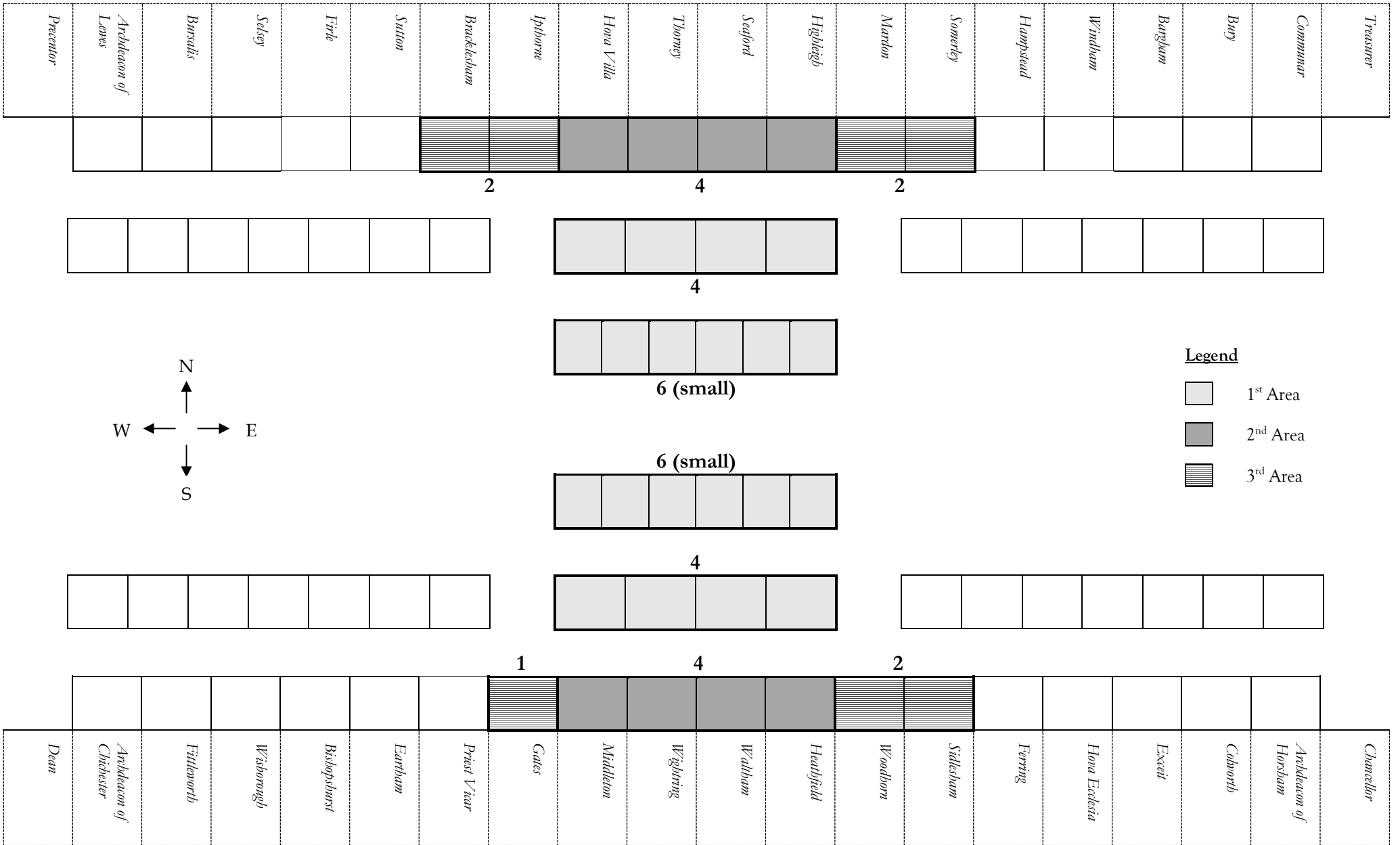
The legend illustrates the order in which these places are to be filled.

The 1<sup>st</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> areas need to be filled in order and it is preferred that people are distributed on both sides as evenly as possible. The 2<sup>nd</sup> area has a total of 8 places, the 3<sup>rd</sup> 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



# Emergency Exit from Song School

The emergency exit from the song school is through the small hatch in the chorister cassock cupboard. Follow the staircase downwards to the Canons' Vestry on the ground floor of the Cathedral.

## Emergency exit procedure

Break the glass on the LHS of the hatch door for key

2 torches must be used – one by the person leading the way, and one by the person at the back

Emergency exit involves ducking under a very low doorway and an uneven spiral staircase. This is potentially hazardous and care should be taken to avoid slipping on the steps

Anyone who suffers from claustrophobia must not attempt to use this exit but wait in the song school for help to arrive

For your own safety nobody must attempt to climb the staircase any higher than the main floor of the song school

All choir members must strictly observe the instructions of their leader at all times and act with due diligence and care

Visiting choirs are asked to familiarize themselves with the procedures above

No children under the age of 16 may be in the song school unsupervised

**Howard Waddell**  
**Head Verger**



## 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.

### **4, Canon Lane**

4 Canon Lane, Chichester, PO19 1PX

*Contact:* Maria Gordon, Bookings and Events Administrator

*Telephone:* 01243 813586

*Email:* [bookings@chichestercathedral.org.uk](mailto:bookings@chichestercathedral.org.uk)

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

*For prices and availability, please see <http://www.chichestercathedral.org.uk/catering-hospitality/accommodation.shtml>*

*Proximity to Cathedral:* Within the Cathedral grounds

\* Limited parking available – please check at time of booking.

### **Travelodge Chichester Central**

Chapel Street, Chichester,

PO19 1DL, United Kingdom

Sat nav postcode: PO19 1DL

Tel: 08719 846454

Within walking distance of several bus stops, this red-brick hotel is also a 1-minute walk from Chichester Cathedral and 4 miles from the 17th-century Goodwood House. No-frills rooms come with en suite bathrooms and 30 minutes of free Wi-Fi per day, plus TVs, work desks and tea and coffee-making facilities. Other hotel amenities include limited on-site parking (which you must pay for).

<https://www.travelodge.co.uk>

### **Premier Inn, Chichester**

Chichester Gate, Leisure Park, Terminus Rd, Chichester PO19 8EL

Phone: 0871 527 8242

Close to the Chichester By-Pass and a 4-minute walk from Chichester rail station, this modern no-frills hotel is 0.6 miles from Chichester Cathedral. Rooms range from singles to family rooms with 2 pull-out beds, where kids aged 15 and under eat and stay free with paying adults. In-room amenities feature free WiFi, pillow-top mattresses and en suite bathrooms with showers, as well as tea and coffeemaking facilities, TVs and desks. There's an on-site Thyme restaurant/bar and free parking. Breakfast (an extra cost) includes all-you-can-eat and light choices.

<https://www.premierinn.com/gb/en/home.html>

### **University of Chichester, (Bishop Otter Campus)**

College Lane, Chichester, PO19 6PE

*Contact:* Conference Services Reception

*Telephone:* 01243 816069

*Email:* [bedandbreakfast@chi.ac.uk](mailto:bedandbreakfast@chi.ac.uk)

**\* The University is only able to accept bookings for accommodation during the Summer Vacation from mid- June until the first weekend in September.**

The University of Chichester can accommodate up to 400 guests in its halls of residence. The University is sorry but is unable to accept young children under the age of 10 years old as all of the accommodation consists of single study bedrooms, there is a mixture of rooms with en-suite showers and some with shared facilities. The accommodation has been inspected by Quality in Tourism and has been rated 3 star for its Ensuite rooms and 2 star for its standard rooms in their Campus Accommodation rating scheme.

*Proximity to Cathedral:* 1 mile walk (15 minutes)

\* The University also offers accommodation at its Bognor Regis Campus (7 miles from Cathedral).

\* The University can also cater for groups and offer packages with rehearsal space on a Bed and Breakfast, Full or Half Board basis. Please contact the University Conference Office to discuss your requirements. Tel: 01243 812120 Email: [conference@chi.ac.uk](mailto:conference@chi.ac.uk)

### **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, Facilities Manager

*Telephone:* 01243 814236

*Email:* [admin@greatballard.co.uk](mailto:admin@greatballard.co.uk)

Accommodation with up to 50 beds.

*Proximity to Cathedral:* 8 miles

Use of swimming pool is allowable if there is a qualified lifeguard in the group with a certificate of proof.

### **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](mailto:arundel@yha.org.uk) or [littlehampton@yha.org.uk](mailto:littlehampton@yha.org.uk)

Accommodation varies from twin rooms up to rooms for 6.

### **West Hill Park School**

West Hill Park School, St Margaret's Lane, Titchfield, Fareham, Hants, PO14 4BS

<http://www.westhillpark.com/Lettings>

25 miles away – half an hour along M27

### **Bedales**

Bedales School, Church Road, Steep, Petersfield, GU32 2DG

25 miles away – along A3 and A259.

<https://www.bedales.org.uk/home/bedales-estate/facilities-hire>

There are four boarding houses on the Bedales and Dunhurst sites, with 408 beds in total. Some ground-floor rooms are suitable for residents who cannot climb stairs; there are no lifts. All beds are singles (not bunks), and there is a desk or table for every resident. All boarding houses have common rooms and domestic kitchen facilities. Bathrooms/showers are shared

## 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 (Mr David Coulthard) at the Cathedral Office, Royal Chantry, Cathedral Cloisters, Chichester PO19 1PX. Tel: 01243 812489 or 07736 792998  
email: [communar@chichestercathedral.org.uk](mailto:communar@chichestercathedral.org.uk).