

Holywell Music Room Useful Information

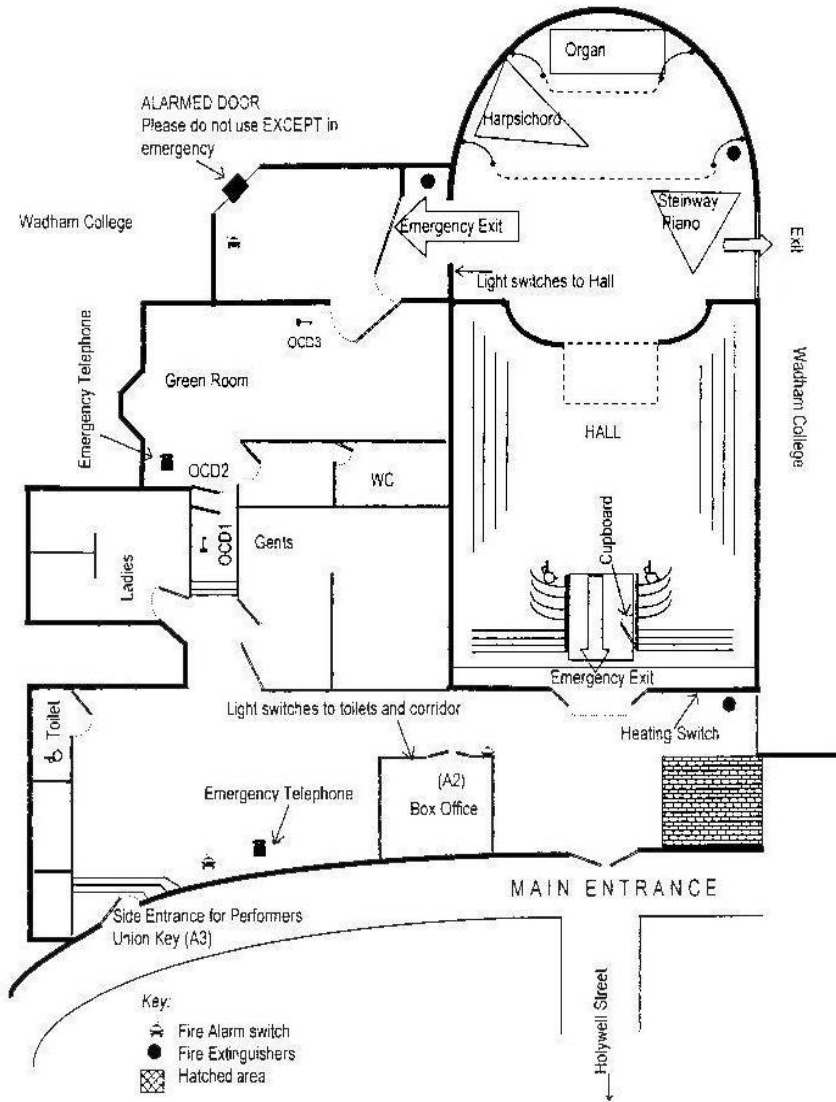
The Holywell Music Room History

In the summer of 1998, the Holywell Music Room celebrated its 250th anniversary. The oldest custom-built concert hall in Europe, it opened its doors to the public for the first time in 1748. Designed by Thomas Camplin, Vice-Principal of St Edmund Hall, the building was probably the brainchild of William Hayes, then Professor of Music at the University. The project was funded by public subscription (established in 1742).

The room continued as a concert venue throughout the eighteenth century and until 1836, from which time it was used for a number of other events, including auctions and exhibitions. By the 1870s, it was being used for weekly rehearsals by the Oxford Philharmonic Society and its future as a musical venue was further secured after 1910 when the Oxford University Musical Union obtained the lease on the building.

The Holywell was restored and refitted in 1959-60 and since that time has been the location for many hundreds of recitals and concert series featuring prestigious visiting musicians as well as many local groups and student performers.

PLAN OF THE HOLYWELL MUSIC ROOM



1. The Room: The plan on the previous page should give you an idea of the layout of the rooms and also the location of the fire alarms and extinguishers. The fire regulations are displayed on the premises. The Organisers' and Wadham members' entrance to the Holywell Music Room is normally through the internal side door near Staircase 29 and external members should enter from Holywell Street.

2. Collection of Keys: The keys to the Holywell Music Room are to be collected from Wadham College Lodge in exchange for your Bod card. The keys must be returned immediately after use, making sure that all rooms in the Music Room are locked prior to departure.

3. Lighting: Lighting switches for the Hall are at the stage end of the Hall (see plan) and the ones controlling the toilets, corridor and the front are found in the corridor next to the main entrance; the unisex disabled toilet has its own light switch as does the Green Room and adjoining cloakroom. Freestanding lights are normally kept at the far end of the stage. The security lights outside the building are set to come on at suitable times by Wadham College. If the lights are required to come on at any other times, please use the override switch provided. There is a delay whilst the bulb warms up to be fully illuminated. **Please do not alter the timer.**

There are 5 clip-on lights that can be attached to music stands to light up musical notes. There are also two small spotlight that can be placed on the stage for extra lighting. They are located in the cupboard under the stairs. Please return after use.

4. Heating: Heating in auditorium is on a timer set to go on at 5.00am and off at 11.00pm during the winter months. The organiser need not switch anything on or off. In the Hall itself, the heat is transmitted through pipes beneath the fixed seating. There are notices warning members of the public against allowing valuables to come into contact with these pipes. The heating in the Green Room, Ticket Office, Toilets and part of the corridor is operated on a system controlled by Wadham College. The radiators in these areas can be manually controlled by

thermostatic valves, which will be set low on arrival. If changing the thermostat, remember to reinstate position before leaving. The heating in these areas operates from 08.00 hrs until 23.00 hrs daily. All heating in the Green Room and Lobby Areas and lighting is switched off and plugs, where applicable, disconnected at the end of the event. There is a minimum charge of £20.00 for heating or lighting left on overnight.

5. Seating: Please note that the capacity of the Room is 200 (194 seats). The two rows in the front fixed seating area are suitable for a maximum of two wheelchair users, and should be arranged so as not to obstruct the Exit routes. No chairs, stands or equipment may be removed from the premises.

6. Use of Instruments: The Faculty of Music owns the Steinway Model 'C' Grand Piano, the Misina and Douglas 'Dulcken' two-manual harpsichord and a chamber organ built around 1795 by John Donaldson. Anyone wishing to use the Piano or Harpsichord will need permission via the Conference office before the booking is confirmed. ***Under no circumstances should the piano or harpsichord be moved. Any resulting damage will be charged.*** No other keyboard instruments or electrical equipment may be brought into the Music Room without the prior consent of Wadham College. Amplifiers if required should be kept at a reasonable sound level. The piano lid must be lowered and the piano left locked and covered after each event. Some music stands may be available which are stored under the stairs.

7. Fire and Safety Precautions: The Organiser should familiarise themselves with the layout of the premises and with the Fire and Safety Precautions **before the event takes place** (this can be during the day of the event if necessary). Before an event begins the Organiser must make an announcement to indicate the location of the Fire Exits. The main double door to Holywell Street should remain unbolted whilst closed during the performance. In the event of a fire or accident, the first priority should be to evacuate the building as quickly as possible. Three battery-operated torches are available in the booking office for use in an emergency. The double doors opening on to Wadham College property are linked to the College fire alarm system and anyone using these doors

will set off the fire alarm. Improper use of this door will incur a fine of £25.00.

People with disability: There are two clearly signposted spaces in the Holywell Music Room auditorium (and can take two more) designated for wheelchair users and it can accommodate a further two (4 in total). In the event of a fire or emergency evacuation, the Organiser must ensure that all able-bodied people are allowed to exit before wheelchair users are assisted out of the auditorium.

8. Accidents/Damage: Please note that there is a telephone in the Box Office. You may use the telephone to make calls to internal University numbers or the Emergency Services. All incidents eg Fire, Accidents, Theft, Breakages, are to be reported to the Duty Porter in the Wadham College Lodge (the Lodge is staffed continuously). The telephone number for the Porters' Lodge is (2)77900. There are wooden steps leading up to the tiered seating. Please note that due to the age of this building they may be uneven and care should be taken. This should be pointed out to guests by the Organiser. The College Lodge is staffed by First Aid 'Appointed Persons' only.

Under no circumstances should the Acoustic Curtain be touched.

All litter to be removed from the premises at the end of the event.

9. Security: Theft remains a very real, if rare, occurrence as the main doors open onto a public road. There is a safe in the Box Office and the key to the safe is on the same ring as the key to the Music Room itself. The Organiser is advised to use this safe for valuables. However it is advised that any monies taken at the beginning of an event should be put in a locked cash box and taken to the Wadham Porters' Lodge to be put in their safe until the end of the event. The key to the cash box should be held by the Organiser. Any lost property should be handed to the Porter in the Wadham College Lodge. Doors onto Holywell Street cannot be locked as they are a fire exit. When inside the auditorium be aware that someone could enter the building. Coats and items in the box office are at risk of theft. It is recommended that the auditorium doors remain

open. The Green Room is not used as a Fire Exit and therefore it is recommended that the room is kept locked when not in use.

10. Insurance: Wadham College cannot accept responsibility for the loss or theft of valuables and monies belonging to either members of the audience, musicians, or other persons connected with events in the Music Room.

11. Car Parking: There is no reserved car parking available at the Holywell Music Room.

12. Collection of Keys: The keys to the Holywell Music Room are to be collected from Wadham College Lodge in exchange for your Bod card. The keys must be returned immediately after use, making sure that all rooms in the Music Room are locked prior to departure.