

CHURCH OF ST. MARTIN-IN-THE-FIELDS

8000 St. Martin's Lane
Philadelphia, PA 19118
(phone) 215.247.7466 (fax) 215.247.2638

Special Terms for Concert Use of Church

(revised July 2011)

- Heavy equipment or instruments must be carried into place to avoid damage to the tiles or wood floor.
- If the organ or piano is to be used, arrangements must be made with the Music Director, Erik Meyer, 215-247-7466 ext. 104, at least two weeks prior to the first rehearsal, and must be indicated on the "Event Scheduling and Requirements" form.
- While both the organ and the piano are kept in "decent" tuning, if you require recital standards, we will arrange to have the instrument tuned. The fee is noted on "Facility Fees Schedule".
- The church staff, particularly the sexton, does not function as stage management or equipment/furniture movers for presenting organizations. Church staff will not provide telephoning patrons with ticket information or directions.
- The sexton will provide light switching, security and *assistance only* with minor clean-up (picking up programs, etc.) following the concert.
- If the performing organization would like to have the furniture moved from the platform at the crossing, this must be indicated on the "Event Scheduling and Requirements" form. There is an additional fee for this service which must be performed by persons appointed by Church of St. Martin-in-the-Fields.
- Pews may not be moved without permission from the parish administrator. There is an additional fee for this service.
- The church, the chapel (green room) and the parish house restrooms are the *only* areas agreed upon herein for use. If additional areas are needed (for ticket sales, dressing rooms, warm-up, etc.) special arrangements must be made with the parish administrator and may incur an additional fee.
- The church will be available for entrance one hour before the scheduled start of the concert. The time will be added to the fee for the sexton/security person. If more time is needed, special arrangements must be made with the parish administrator.