



## Wathen Hall Info Pack

Thank you for your interest in the Wathen Hall. You can find answers to frequently asked questions in this document, and if you'd like to enquire into hiring the Hall, please contact Izzy (Music School Manager) at [IH@stpaulsschool.org.uk](mailto:IH@stpaulsschool.org.uk).

### **Hire Rates**

A quote will be delivered based on the details provided on the Hire Enquiry Form. If these alter, the quote may change, so please ensure that the times you provide account for the full scope of the hire.

There are some fixed staffing costs for hires of our facilities, as detailed below:

**Steward:** £32.05 (+ VAT) per hour – *weekends & "out of work" hours*

**Duty Manager (for performances of audiences over 100):** £32.05 (+ VAT) per hour

The steward will open the building and any rooms required by the hirer, and give a fire and security briefing to the event manager (from the hiring organisation) on arrival. This person must be present at all times during the event and take responsibility for ensuring fire and security conditions are enforced. Additional callouts to the steward will result in additional charges.

**If your hire involves a concert or performance**, a Duty Manager will be provided (see rates above). The hirer will be responsible for providing ushers for any part of their hire that falls under the Public Performance Licence.

The Duty Manager will give ushers a fire and security briefing before the doors are opened. It is not possible to open the doors until the briefing has been completed. The briefing will take approximately 20 minutes, so please make sure adequate time is allowed for the briefing and ensure ushers arrive on time.

If the hirer wishes to allow access to the music school via the foyer doors the hirer will be responsible for providing a Foyer Attendant when the doors are open to ensure the building is secure.

### **Equipment and Instruments**

There are a maximum of 75 chairs and 40 music stands available on stage, as well as a conductor's rostrum and stand.

#### **Pianos**

There are two Steinway grand pianos available in the hall (Model D and Model AS), which are maintained regularly by Steinway and Sons. A Lammermuir chamber organ and a double manual French style harpsichord are also available.

If required, we will arrange tuning by Steinway and pass these costs on to the hirer. Tuning times are dependent on the availability of a tuner. Tunings cancelled with less than 24 hours' notice will be charged in full.

**St Paul's School, Lonsdale Road, Barnes, London, SW13 9JT**  
Email: [IH@stpaulsschool.org.uk](mailto:IH@stpaulsschool.org.uk) Telephone 020 8746 5338

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**Mon – Fri** (9am – 5pm) £101.40    **Mon – Fri** (before 9am after 5pm) £121.80    **Weekend** £131.40

All prices are inclusive of VAT.

## **Additional Spaces**

A large room with cable duct to the hall is available as a Control Room, enabling hires to bring in their own equipment.

The building's smaller classrooms and entrance foyer are also available for hire. The foyer, with large glass doors, opens out onto a lawn that overlooks the River Thames providing an attractive entrance point for the Hall. A bar area provides facilities to serve a range of light refreshments and drinks whilst admiring the scenic surroundings. We can also provide catering for your event, so do get in touch if you'd like to discuss that.

## **Site Visit**

Somebody from your organisation will be required to make a site visit prior to your hire. This must be made on a weekday between 9:00 and 17:30. Please discuss potential dates with the Music School Manager or Music Technical Administrator.

## **Parking**

It is only possible to park outside the music school to unload equipment. Cars must then be returned to one of the visitor car parks. Please do not leave cars parked on the access roads or opposite the music school.

## **Deliveries**

Please let us know of any deliveries you wish to make to the Music School, as deliveries not arranged in advance will not be permitted.

### **Useful contact details**

Izzy Herschmann (Music School Manager)

[IH@stpaulsschool.org.uk](mailto:IH@stpaulsschool.org.uk) | 020 8746 5338

Elin Devine Douglass (Music Technical Administrator)

[EDD@stpaulsschool.org.uk](mailto:EDD@stpaulsschool.org.uk) | 020 8746 5322

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