



St Stephen's Church

South Dulwich

A Concert Venue



Thank you for your interest in presenting a concert at St Stephen's Church!

Here you will find information about the advantages to holding a concert here, as well as the logistics, fees and considerations of the space.

If you have any questions, please contact our concert managers, Jill Valentine and Jernej Albreht: concerts@ststephensdulwich.org

Why St. Stephen's?

St. Stephens is a wonderful venue for concerts. Here are just some of the advantages of holding a concert here:

- Picturesque setting near Dulwich College and the Great North Wood nature reserve
- Beautiful exterior in a leafy grove ideal for photos and meeting with audience members outdoors
- Visually stunning interior with hand painted vaulted ceilings, frescoes, interior architecture featuring both cut wood and stained glass windows
- Raised chancel steps provide a stage visible from all areas of seating
- Grand piano, organ, many chairs and music stands on site
- Sound system and microphones available
- Green room facilities for small and large ensembles
- Close to Sydenham Hill mainline station with a regular service to Victoria
- Ample parking with car park and street parking

During the pandemic of 2020, St. Stephen's became a haven for live music thanks to its large setup ideal for social distanced audiences, as well as the enthusiasm of the local community audience.



Some pandemic-specific advantages of performing at St. Stephen's:

- Large enough to safely hold a socially distanced audience of 60 people (pews facing front) and 30 people (chairs facing the organ)
- One-way system of audience traffic via two entry/exit points
- Adequate ventilation provided
- Hand sanitizer at each entrance and placed around the church
- Successful record of previously hosting classical concerts during the pandemic
- The congregation is generally very supportive of concerts and excited to hear live music again





Goettingen Boys' Choir

Logistical Considerations at St. Stephen's

Concerts can face either forward, with the audience in the pews facing the altar, or backward, with the audience in chairs facing the organ. Use this guide to determine which setup suits your concept best.

Front-facing Audience: Current max capacity 60 people with social distance. Audience sits in pews as in a typical service. Stage (chancel steps) is larger and more suited to a large ensemble, an ensemble without piano*, and a performance requiring maximum space. Microphones, which are available, will be necessary to address audience.

Back-Facing Audience: Current max capacity 30 people with social distance. Audience sits in chairs (provided and set up by concert managers) surrounding the back of the church, where the organ and grand piano sit on a ground-level stage. Ideal for sonatas, solo piano recitals, organ recitals and intimate performances where the performers wish to engage more closely with the audience.

The Piano: St. Stephen's has a beautiful Bechstein grand piano that is over 120 years old. It has a rich, mellow tone and is tuned regularly. We would encourage those intending to feature the piano to visit the church to try the Bechstein as this may inform their choice of repertoire.



Cardinal Quartet © Jernej Albreht

It is possible to move the piano to the front of the church, but it is not currently possible to lift the piano onto the chancel steps in the centre. In the past, the piano has sat just next to the stage for performances with front-facing audience. This has worked for accompaniment roles, but we suggest visiting the church before scheduling a front-facing recital that features the piano more significantly. We are currently looking for solutions to this logistical challenge and this limitation may be lessened in the future.

Green Room Considerations: If your ensemble is smaller than 8 people, you will be able to use the Vestry as your green room facility. This will be secure when you are rehearsing and performing. Ensembles larger than 8 people will need to enquire about the availability of the Hall, a large room used for gatherings and Sunday School, for their green room. The Hall has a separate calendar from the rest of the church, so the date availability for your concert may be more limited due to this calendar.

Organising Your Concert

You will liaise with the concert managers at St. Stephen's. Their duties are:

- Client's first point of contact for all queries and bookings
- Arrange date/time bookings for concert, on-the-day rehearsal, and any other times that you require the space
- Liaise with church calendar and hall calendar for bookings
- Confirm bookings with clients on behalf of church and hall
- Make changes to bookings as necessary through church and hall calendar
- Liaise with church's web developer to keep website and notices current.
- Promote concert on St. Stephen's social media outlets
- Use media/photos obtained from clients, or design a poster for clients, to be displayed on concert notice board in church
- Create online box office page for the event (Ticketsource, Eventbrite, etc) with the pay out going to the client directly
- Make announcements about upcoming concerts at church services
- Be physically present to unlock and lock the church before and after bookings
- Perform setup, ushering and on-the-day point of contact duties for concerts.



If you need help setting up an online box office for your event, the concert managers can do this for you and oversee logistics of ticket sales. You also have the option to do this yourself. You may distribute your own posters around the church noticeboards, or have the concert managers design and distribute it for you. The fees payable to the concert managers differ depending on these decisions. Regardless, all promotional activity outside the church community, church web site, and the Concerts at St. Stephen's social media outlets (which will be done by the concert managers) is the responsibility of the client.

If you wish to rehearse at the church more than the 3 hours included in your £80 concert day hire fee, this can be arranged at a rate of £15 per hour, through the concert managers.



Stephen Stirling, Academy of St Martin in the Fields - ©Michael Whight



On the Day of Your Concert

You will have the opportunity to rehearse for up to 3 hours, subject to church diary and potential morning services, on the day of your concert. In extenuating circumstances this rehearsal may have to happen on another day prior to the concert. Our concert managers will ensure that the church is open for you to enter at least 20 minutes prior to your rehearsal. The managers will assist with setup and logistics as needed.

You will have access to the Vestry and/or Hall as is stated in your specific agreement with the managers. Once you finish your rehearsal, the managers will continue to provide on-the-day contact and help for you. They will perform ushering duties and logistics at the concert itself, including checking in guests as they enter using a list of ticket purchases and names of attendees that you will provide.

We cannot guarantee the availability of the church's contactless giving devices, so we recommend that, if you intend to take contactless donations, you bring your contactless machine and the managers can operate it for you.

After the end of your concert, the audience will have to exit the hall swiftly to keep with social distancing and COVID regulations. The managers will help you make sure the church is as it was before your arrival and lock the church for you.

Fees for Your Concert

St. Stephen's requires £80 per day for rental of the space. This includes a rehearsal on the day for up to 3 hours. You are free to have one or more performances (such as a 5pm family concert and a 7pm evening concert), as the church and hall calendars allow.

Concert Manager Fee Categories:

A: Client elects to facilitate their own box office and ticket sales: £180 Flat Fee plus 5% of ticket sales.

B: Client elects that concert managers facilitate box office: £260 Flat Fee only.

Poster Design (A3/A4 printing is included): £50.

Therefore, an example total fee for a concert would look like this: £80+£260=£340 total, with concert managers facilitating the ticket sales and the client providing their own posters.

Both fees include calendar liaising, in-church promotion, on-the-day unlocking and locking of the church, ushering and door duties.

The client is responsible for paying all flat fees up front, within 48 hours of signing the contract with St. Stephen's concert managers. The client is also responsible for promoting their concert among their personal contacts outside of the St. Stephen's Community.





Other Ways to Get Involved with Music at St. Stephen's

If you are interested in playing in a service at St. Stephen's please contact the Vicar. If you are interested in singing in St. Stephen's church choir, a family choir which welcomes both adults and children to sing together, please also get in touch with the Vicar - bernhardgeorgeschunemann@gmail.com

If you are looking for a venue to host a rehearsal or a recording session only, you may rent the space at St. Stephen's for a fee of £20 per hour. An extra fee of £30 applies for unlocking, locking and having a caretaker present during hours outside normal church open hours (Tuesdays 7:30am - 12 noon, Saturdays 10am - 12 noon). Please contact the concert managers to arrange for any rehearsals and/or recording sessions.

