

Concerts and Events



ST PAUL'S
CHURCH
COVENT GARDEN

The Home of 400 Years of Theatre.

Our Inigo Jones masterpiece breathes character into a diverse array of events which embrace the choral and theatrical traditions.



About The Actors' Church

St Paul's Church Covent Garden, lovingly known as "The Actors' Church" is a 200 seat, church venue. Our beautiful Grade I listed building was built in 1633 Inigo Jones built in the classical style, which significantly, due to the lack of internal pillars, allows for excellent sightlines throughout the space. The acoustics are well suited to choral and orchestral music as well as theatrical, film and other music forms.

The beautiful grounds are tucked away in the heart of Covent Garden; our seasonal garden is well tended and the two large lawns leave ample room for marquees, gazebos and other outdoor event equipment such as lighting and catering

Capacity

The main body of the church can seat 200 with the ability to extend the capacity to 250 by using the balcony and additional chairs. The performance area can comfortably fit 35 musicians or 40 members of the choir. Please check in with the Concert Manager if you would like to discuss more.

Please note COVID may well effect capacity of audience and performers.

Access

Access to the church on a weekday will typically be from 2.30pm until 10.30pm with concerts typically starting at 7.30pm.

Overtime is chargeable past 11.00pm (starting from £100 and any travel fees for staff in an Uber or Taxi).

Additional rehearsal time can also be paid for depending on availability. The concert open doors 30 minutes before the advertised start time.

Box Office

The church operates its own Box Office system through a system called Ticketsolve. We have control of the information that is advertised and the customer information that comes in. You will be asked to complete a Box Office form once your donation has been paid. St Paul's must be the sole provider of ticket sales for any event.

We take a 15% commission off the final settlement to cover PRS and the administration of the Box Office.

Bar

The church operates its own Bar within the church. We offer this as standard across all concerts. If you would like to pre-purchase some drinks for those taking part in your event please contact the Concert Manager.

Staff

As part of the hire, we provide 2 to 4 members of staff (Duty Manager, Box Office and 2 Bar Staff). The Duty Manager will be your contact person onsite during the day. The other staff will operate the bar and box office.



Equipment

As part of the hire you will have access to.

- Boudoir Young Chang grand piano (additional tuning can be arranged for £75).
- 60 orchestral chairs.
- 15 additional music stands.

We have a fine Harrison and Harrison Organ which may be played by a professional organist for an additional £150. Alternatively, our Organist Simon Gutteridge may be available for your event for the same amount. Please contact the Concert Manager for further details on this. In addition, we have a small electronic Organ/Harpsichord which is available free of charge.

Our technical offering is as follows

- A full LED theatre lighting rig.
- Sound and PA system (including 4 wireless, handheld mics).
- Microphone stands.
- Four camera, livestream and recording set up.
- Hazer

We do not operate these systems in house. To operate these systems you are welcome to hire in your own technician provided they are professionally qualified. They can arrange a site visit with us prior to the concert. We are also able to recommend a company who provide much of our technical support. Their standard fee is a £150 for a minimum of 5 hours work.

Infinity Technical - Jack Greenyer - jack@infinity-technical.co.uk

Facilities

Sadly, there are no public toilets on site, however we are equipped with two small dressing rooms (2-3 people) as well as access to 4 toilets for the performers.

For choirs and orchestras, the Gallery can be used to put cases, coats and other items. There is room for sitting and watching should they not be performing during the event.



Marketing and Publicity

We have space to accept up to 4 A3 posters which can be displayed on our boards which face out onto Covent Garden Piazza. We also put these in the swing boards located in the grounds. We are also happy to display A5 flyers within the church.

We include all ticketed events in our monthly newsletter and social media posts. Once the donation is paid we are able to display the concert details on the website.

Costs

St Paul's offers a range of different packages which are aimed at supporting large scale corporate events, to charity concerts and fundraisers. Below you will find a list of all the costs, some of which have been previously mentioned.

DONATIONS

Monday	£1,000	<i>Charity Rate £600</i>
Tuesday	£1,000	<i>Charity Rate £600</i>
Wednesday	£1,000	<i>Charity Rate £600</i>
Thursday	£1,000	<i>Charity Rate £750</i>
Friday	£1,000	<i>Charity Rate £850</i>
Saturday	£1,000	
Sunday	£1,000	

Organ Hire (including Organist Simon Gutteridge) £150

For all technical requirements £150

Infinity Technical - Jack Greenyer jack@infinitytechnical.co.uk

Live Stream and Recording £200

- A minimum of £100 will be charged for any time still in the church beyond 11.00pm. The cost for staff transport may well be added on top of this fee.
- St Paul's will provide a Duty Manager and if required a Box Office Manager and up to 2 Bar Staff.
- Stage Management, Technician and additional staff will need to be provided by the hirer.
- We take a 15% commission on Box Office to cover the administration and PRS fees.



Booking

Booking can be made up to two years in advance by contacting the Concert Manager on concerts@actorschurch.org or phone on 020 7836 5221. Please provide an outline of the event's content, including an estimation of time. This will allow us to avoid any clashes in repertoire.

We are happy to hold a pencilled date for a limited time. We ask that you confirm the booking with us within a week of the original hold, this is done on the receipt of an invoice from ourselves. To secure the booking you will need to pay the hire donation through the bank details provided on the invoice. This must be paid at least 4 weeks before the date of the concert.

With your invoice you will receive a copy of the Visiting Companies Handbook, which acts as a contract once the donation is paid. You will then be asked to complete a Box Office Form which will allow us to put your concert up on our website and on the ticketing platform. This cannot be done until the full donation is paid.

Please note that our Advent period lasts for four weeks, from the last week of November to the week of Christmas Eve. Naturally these times are in high demand and prices will vary to reflect this. Please get in contact with the Concert Manager if you would like to book an event during Advent.