

LORNE WATSON RECITAL HALL POLICY AND INFORMATION
Revised – September 2024

BOOKING PRIORITIES

1. The Lorne Watson Recital Hall (LWRH) may be booked by School of Music faculty and students for Brandon University (BU) events without a rental charge being applied. Other charges may be levied, as per the “Length of Bookings” section of this policy.

When it becomes available, School of Music faculty and students will book the LWRH through the Event Booking form. In the interim, Music faculty and students will book the hall through the Music Office (bumusicoffice@brandonu.ca). Hall availability can be seen through the Scheduling Assistant in their Outlook calendar. (Please contact the office if you need instructions on how to do this).

Booking priorities for the LWRH are as follows:

- a. Pro series concerts, School of Music lecture series, faculty concerts, and School of Music ensemble concerts;
 - b. Rehearsals for pro series concerts, rehearsals for faculty concerts, dress rehearsals for School of Music ensembles;
 - c. School of Music and Eckhart-Gramatté Conservatory of Music courses (for-credit/by-registration only) in circumstances when no other suitable spaces are available;
 - d. School of Music credit recitals and dress rehearsals for credit recitals (use of Hall must follow the School of Music recital policies and procedures, including timelines);
 - e. Eckhardt-Gramatté Conservatory of Music (EGCM) recitals approved in advance by the Director of the EGCM (up to a maximum of 3/ month during the academic year);
 - f. Non-credit recitals and dress rehearsals for non-credit recitals;
 - g. Other events approved in advance by the Dean or designate.
2. The LWRH may be booked by other members of the BU community, with the approval of the Dean or designate, for events (concerts, recitals, convocations, lectures, ceremonies, etc.). A rental charge will normally apply, and other charges will be levied as per the “Length of Bookings” section of this policy. The LWRH is booked by members of the BU community (but external to the School of Music) by contacting the Music Office (bumusicoffice@brandonu.ca).
 3. The LWRH may be booked by outside organizations or individuals with the approval of the Dean or designate. A rental charge will apply, and other charges will be levied as per the “Length of Bookings” section of this policy. The LWRH is booked by outside individuals or organizations by contacting the Music Office at (bumusicoffice@brandonu.ca).
 4. Any breach of this policy is subject to appropriate measures.

5. Damages to the Hall or contents in the Hall are the responsibility of the booking party.

NOTES on BOOKING the LWRH

- a. School of Music functions will receive priority. Any booking may be pre-empted, with at least 30 days' notice, for a School of Music event.
- b. The LWRH is normally unavailable for other uses on days when pro series concerts take place. This may mean that recurring events, with the assistance of the Music Office, find alternative spaces on pro series performance days.
- c. Requested bookings, whether internal or external, are expected to be received with ten working days' notice. Requests that are received less than ten working days prior to the requested booking may be denied simply due to lack of notice or capacity of School of Music staff to manage the booking.
- d. No room on the main floor of the School of Music can be booked by outside groups at times when music events are scheduled in the LWRH. School of Music and EGCM events scheduled on the main floor of the School of Music during music events in the LWRH will be required to keep sound to low volumes.
- e. The LWRH is to be vacated at least one-hour in advance of a booked event.
- f. Any booking that requires the piano(s) to be moved off stage will follow the School of Music '[Piano Usage Policy](#)' and require a minimum of two weeks' notice so that any required maintenance can be scheduled. The 3 pianos in the LWRH are to remain in the concert hall and are not to be substituted with other pianos.
- g. As per the 'Piano Usage Policy', LWRH pianos may be moved only by those staff members (including Student Assistants hired through Public Service Alliance of Canada positions) and contracted piano technicians who are trained and authorized to move pianos.
- h. The LWRH may be booked on a tentative basis. Tentative bookings, without being formally converted to a booking, will be held for a period of 2 months or 4 weeks prior to the event (whichever is a shorter period of time). After this period has elapsed, tentative bookings will be removed. When a request to book the LWRH is received and there is a tentative booking in place, the tentative booking will have 2 working days to confirm the booking.
- i. The LWRH pianos are to be used in accordance with the 'Piano Usage Policy'.
- j. Due to Fire Code Regulations, under no circumstances are patrons permitted to sit or stand on the outside aisles or central aisle, including all stairs.
- k. The area immediate behind the back row of seats is primarily for patrons using wheelchairs. 7 wheelchairs and/or removable chairs are permitted behind each section of the back row of seats for a total of 14 wheelchairs/removable chairs.

SAFETY

- a. Events that require high-risk activity (anything other than music or speech) cannot be accommodated.
- b. No people or objects are to be placed or positioned within the circles drawn on the stage.
- c. Groups of more than 10 people need to provide a detailed stage plot to ensure that their performance can be safely accommodated on stage.

LENGTH OF BOOKINGS

1. Faculty and Guest Artist Recitals: up to 6 hours of rehearsal time may be requested which must be scheduled in two or three non-contiguous blocks.
2. Student credit recitals: 3 hours of dress rehearsal including set-up time; 3-hour booking for the recital including set-up and tear-down time.
3. Equipment must be removed from the Hall and the Hall is to be returned to default arrangements within 30 minutes after the concert or recital end.
4. Faculty Master Classes/ Seminars: normally, faculty may request 2 bookings/ month with a maximum length of 3 hours/ booking.
5. All external recordings must be approved by School of Music staff.
6. Faculty recording sessions: up to 6 hours of recording time may requested per term, including set-up time; whenever classes are not in session, more time may be requested on a case-by-case basis. Faculty are to contact the Music Office to request the use of School of Music equipment and/ or staff prior to booking a recording session.
7. Student recording sessions: 3 hours of recording time may be requested per term, including set up time; during the Spring and Summer sessions more time may be requested on a case-by-case basis. Students are to contact the Music Office for specific information and to confirm availability of equipment and staff prior to booking a recording session.
8. EGCM: from September to November and January to March inclusive, up to three 2-hour EGCM recitals or EGCM studio recitals may be booked per month.

RATES FOR EXTERNAL BOOKINGS

1. One session: \$350 (3 hour booking; includes one backstage assistant)
2. Two sessions: \$500 (2 3-hour contiguous bookings on the same day; includes one backstage assistant for one 3-hour session)
3. Full daily rate: \$660 (morning, afternoon, and evening; includes one backstage assistant for one session)
4. Recording session: In addition to the session rate, there will normally be a fee attached to the use of School of Music equipment and support staff. Interested parties are to contact the Music Office for specific information and to confirm availability of equipment and staff prior to booking a recording session.
5. Brandon University reserves the right to request a certificate of insurance from the booking party.

RATES FOR INTERNAL BOOKINGS

The School of Music may levy fees with internal bookings dependent upon the size of event, the technical demands of the event, and whether or not the event is revenue-generating for a third party. Any applicable charges will be established at the time of the hall booking.

EQUIPMENT/ FURNISHINGS/ STORAGE

Equipment List:

- Baldwin grand piano
- 2 designated adjustable bench for Baldwin grand piano
- 2 Steinway D concert grand pianos
- Tailored covers for Steinway D pianos
- Designated adjustable benches for Steinway D grand pianos
- Backstage garbage can
- Backstage table (narrow, wooden)
- 2 chairs at the front of the house (burgundy)
- 1 folding table at the front of the house
- 25 stage chairs (burgundy; 5 stacks of 5 – backstage area)
- 4 music stands (backstage area)
- 1 conductor's stool

The above-listed items remain permanently in the LWRH, stored in their designated locations. For clarity, these items (excepting chairs) have been labelled as permanent contents of the LWRH.

Equipment locations:

- The Baldwin grand piano remains onstage along with its adjustable bench and cover in place. By authorization, it may be stored temporarily backstage, east, and free of the revolving doors.
- The Steinway D concert grand pianos remain backstage (one in the piano vault, the other in the designated area along the east wall) along with their adjustable benches and covers (in place). The piano vault is closed and locked. These pianos are returned to the vault immediately after a recital or other authorized use.
- During performances, covers are to be kept backstage. They should remain onstage at all other times.
- Pianos are to be moved on/ off stage only by authorized persons, given due notice. Piano-moving protocols are to be followed at all times, for the protection of individuals, infrastructure, and instruments.

- Non-permanent equipment and personal items must be removed from the LWRH within 30 minutes after the rehearsal/ performance/ rehearsal/ event. Arrangements to move equipment in/ out of the LWRH must be approved in advance.
- Normally, no additional furnishings and equipment is to be brought into the Hall. Any furnishings, equipment, or decorations must be approved in advance. This includes additional lighting and special effects.
- Personal or unclaimed items left in the LWRH will be moved to the lost-and-found (Music Office), where they will be kept for a maximum of two weeks.
- The backstage code for the LWRH is not to be shared.
- Beverages – normally water – are permitted in the LWRH. On stage, all liquids must be in secure containers (covered water bottles, for example) and never placed on any School of Music instrument or equipment. Food is allowed only by permission of the Dean of Music or designate.