

## Saint Procopius Abbey Concert Series Application

### Contact Information

Name of ensemble \_\_\_\_\_

website of ensemble \_\_\_\_\_

ensemble address \_\_\_\_\_

Primary contact person (name and position within the organization) \_\_\_\_\_

Office phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

email \_\_\_\_\_

Secondary contact person (name and position within the organization) \_\_\_\_\_

Office phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

email \_\_\_\_\_

### Concert Dates & Times

Please provide three possible performance dates in your order of preference. Saturdays are preferred by the Abbey. The abbey church is not available for concerts on Sundays and Mondays. The usual concert time is 7:30 p.m.

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\_\_\_\_\_

\_\_\_\_\_

### Concert Logistics

Size of ensemble \_\_\_\_\_

Anticipated size of audience (*Maximum abbey church capacity – 600.*) \_\_\_\_\_

## Repertoire

St. Procopius Abbey's policy is to host concerts of Christian choral music and inspired instrumental music that is consistent with the reverence and dignity of the abbey church. Music from or related to movies, musicals, operas, plays, and television shows is generally not allowed. The Abbey reserves the right to request omission of a work, if deemed inappropriate. Please attach the proposed concert program listing composers and titles as well as timings for each piece. [*Please note: the application will not be reviewed without the program details.*]

You may be asked to provide a recording of the ensemble. If requested, this can be done through your website or by sending us a CD.

Describe any set-up requirements (i.e. music stands, chairs, conductor podium, risers, etc.). The ensemble must provide these items. Please provide set-up diagram if possible.

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The abbey church will be available for one to two hours before the concert time for a dress rehearsal.

Will an additional rehearsal or warm-up space be needed other than the abbey church on the day of the concert? YES / NO

Will a rehearsal be needed in the abbey church before the date of the concert?  
(Please note that requests depend upon availability.) YES/NO

Will you be using the abbey organ? YES / NO

Will you be using the abbey piano? YES / NO

*A fee of \$100 will be charged for the use of either the organ or the piano. If the piano is used it will be tuned on the day of the concert (or the previous day).*

## **Policies and Procedures**

1. Recording of the performance for archival use is allowed. However, permission must be requested if the recording will be marketed and sold.

Mark the appropriate statement.

Recording for archival use only

Recording for sales and marketing

2. List any event sponsor including but not limited to patrons, benefitting organizations, other affiliated sponsors and all involved in the anticipated performance. (Any group that will be named in the promotion and/or the program for the event should be listed here.)

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3. The Abbey reserves the right to promote the concert as a part of its concert series.
4. Complimentary tickets are to be provided to the monastic community of St. Procopius Abbey. (This is usually 10 - 20 tickets.)
5. The abbey church and any rehearsal areas used must be left clean after the performance with furniture back to the original positions and any trash removed. A \$250 maintenance deposit is required of which \$150 will be returned upon review of the abbey post performance.
6. Food and drinks are not permitted in the abbey church; however, water is allowed.
7. Groups are required to secure general liability insurance coverage that includes coverage for personal injury and property damage, and that names St. Procopius Abbey as additional insured for the date of the event in the amount of \$1 million. A certificate of insurance must be provided to the Abbey.
8. The group confirms it has workers' compensation insurance for any paid employees and will be required to show proof upon request.
9. *St. Procopius Abbey is a Roman Catholic community of monks and therefore, no materials in the promotion of the concert nor any music or statements during the concert should conflict with Catholic values. If there is any question about what might be acceptable, please inquire with the abbey contact person.*

10. *Certain areas in the monastery are private and should be respected as such by the performers and those assisting in the event.*

Thank you for the application. We will send a confirmation that we have received your application in the near future. If accepted, a contract confirming the terms of the concert will be sent to you for your signature.