

Madeleine

ARTS AND HUMANITIES

MEMO TO EXTRAMURAL EVENT APPLICANTS

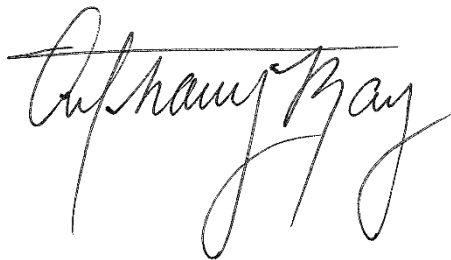
Thank you for your interest in using the Cathedral of the Madeleine to help promote the arts and humanities in Salt Lake City. Before your request can be considered, it is imperative that you read through the following documents carefully. Please find enclosed:

1. Extramural Performance Requirements
2. Application for the presentation of an extramural cultural event in the Cathedral
3. Agreement, Release and Acknowledgement of Risk
4. Audience Advisory

Once your application has been received, your request will be considered by the Cathedral staff, following which you will be notified of their decision. Applicants are approved based upon the performance quality of the requesting group and the appropriateness of repertoire for the sacred space of the Cathedral. To that end, a recent performance recording (audio and/or video) of your group performing and a finalized repertoire list should be submitted to the administrator of music.

Should your application be approved, the Cathedral will make every effort to accommodate your requested rehearsal and performance dates and times. However, all schedule requests are subject to the Cathedral's availability. Once your dates and times have been selected and approved, an initial payment of \$250.00 (applicable to the total fee) will be required to make a reservation on the Cathedral calendar.

Please complete and sign both the application and the *Agreement, Release and Acknowledgment of Risk* form and email them to the address below. Thank you!



Anthony Ray
Administrator of Music
Cathedral of the Madeleine
801.328.8941, ext: 108
aray@utcotm.org

APPLICATION FOR PRESENTATION OF CULTURAL EVENT IN THE CATHEDRAL

(Please type or print)

Name of your organization _____

Date(s) requested for proposed event **PERFORMANCE**:

First Choice: _____
date time

Second Choice: _____
date time

Date(s) requested for proposed event **REHEARSAL** (recommended but not required):

First Choice: _____
date time

Second Choice: _____
date time

Please note that, in general, the best time frames for rehearsals and performances are 10am-3:45pm, 6:30-9:30pm Monday-Saturday and 7:30-9:00pm Sundays.

Director of Performing Group: _____ email: _____

Telephone: _____(day) _____(Evening) _____(cell)

Contact Person (if other than director listed above) _____ email: _____

Telephone: _____(day) _____(evening) _____(cell)

Mailing address for primary contact: Number & Street _____

City _____ State _____ Zip _____

1. Briefly describe the type of event you would like to present in the Cathedral of the Madeleine. If this is a musical performance, please attach finalized program to this application.
2. Briefly share why you wish to perform this event in the Cathedral as opposed to other local venues.

3. Has your organization presented an event in the Cathedral before? Yes/No (circle one). If yes, what program and when?
4. Has the proposed program been presented locally in the past? Yes/No (circle one). If yes, when and where?
5. Do you have plans to repeat this proposed performance? Yes/No (circle one). If yes, when and where?
6. Please list any principal performers and soloist(s) in the proposed event.
7. Are you a 501©(3) nonprofit organization? Yes/No (circle one). Briefly explain your source(s) of funding, including public, corporate, and private support.
8. Please explain your plans for publicity/marketing for this proposed event. (Please note that the Cathedral Arts and Humanities Program is not staffed to provide marketing/advertising and press releases for events held in the Cathedral. Additionally, you should not expect to have a built-in audience given the large number of events held in the Cathedral throughout the year.)
9. What size audience do you anticipate for this proposed event? What type of audience do you expect to attract (e.g., age, organizational affiliation)?
10. Approximately how many people will participate in this proposed event? Musicians_____ Singers_____ Support Staff_____ Others (please specify)_____
11. Do you require a microphone? Yes/No (circle one). If yes, for what purpose (e.g. narration or singing)

12. Do you wish to bring any equipment into the Cathedral for this performance? (yes/no). If yes, please identify what (e.g. musical instruments and sound amplification equipment).

13. Please attach a finalized concert program to this application and email links to any recent audio/video recordings of your ensemble to aray@utcotm.org.

14. Responsible Person Certification:

I have read and will adhere to the Cathedral's guidelines for an extramural event in the Cathedral. I understand that if approved, a \$250.00 fee for the first three-hour block of time (either performance or rehearsal) must be paid to reserve the date on the Cathedral calendar. I also understand that I will be invoiced for the entire amount of fees to be charged (\$250.00 per three-hour block of time) and that full payment must be made prior to the first date of rehearsal/performance.

I agree to fully inform the members of my organization about the Cathedral guidelines and require them to abide by these guidelines.

Signature of person responsible

date

Audience Advisory to Potential Applicants for an Extramural Event in The Cathedral of the Madeleine:

Prior to submitting an application to perform in The Cathedral of the Madeleine as an “Extramural Event,” artist/groups must be aware that merely ***having an event on the Cathedral calendar does not ensure an audience for your event***. Our Cathedral church maintains an active music program of its own which offers many concert opportunities for our community. Additionally, there are an exceptional number of opportunities for people to attend high quality music events throughout the Salt Lake Valley – often presented free of admission charge. Therefore, you should not expect a good attendance without your group ***actively publicizing your concert***, even if you feel that you will be offering something unique to potential concert goers.

In some cases, artists/groups are not concerned whether they have an audience since their primary motivation is to perform in the Cathedral space. If, however, you wish to take steps to build an audience, here are some suggestions:

1. Utilize social media platforms (Facebook, Instagram, Twitter) to promote your upcoming performance.
2. Prepare a press release to submit to local news/media outlets.
3. If you are in Salt Lake City as part of a convention or conference, publicize your event through the convention/conference organizers so that attendees are aware of your performance.

AGREEMENT, RELEASE AND ACKNOWLEDGEMENT OF RISK

In consideration of staging an event in the Cathedral of the Madeleine and utilizing the services of its employees, volunteers, agents and any other persons or entities acting in any capacity on its behalf (hereafter referred to as "The Cathedral"), I, an authorized person acting on behalf of _____ (hereafter referred to as "The Organization"), hereby agree to voluntarily release, forever discharge, and agree to indemnify and hold harmless The Cathedral from any and all claims, demands or causes of action which are in any way related to or connected with The Organization's activities in The Cathedral or any of its facilities or equipment.

Should The Cathedral or anyone appropriately authorized to act on its behalf be required to incur attorney's fees to enforce this agreement, The Organization agrees to indemnify and hold them harmless for all such fees.

I certify that The Organization either (1) has adequate insurance to cover any injury or damage it may cause or suffer while on premises at The Cathedral or (2) agrees to bear all costs of such injury or damage.

I have read this legally binding document and understand its provisions. I also certify that I have the authority to bind The Organization and that The Organization thereby agrees to be bound by its terms.

Signature of Person Authorized to Sign on Behalf of The Organization

Legal Obligations and Rights

The organization hereby agrees to be liable to the Cathedral for all costs of repair for any damages to any portion of the building, including the interior of the building, and adjoining areas. A damage deposit may be requested by the Cathedral and the amount of the organization's liability may exceed the amount of the deposit.

The organization also agrees that the Cathedral of the Madeleine, the Catholic Diocese of Salt Lake City, and the Cathedral Arts and Humanities Program, and their staff, agents, volunteers or persons working on their behalf will not be held responsible or liable for any damages, personal or otherwise, or loss including but not limited to property including equipment, musical instruments, music, or personal effect of any type.

Signature of Person Authorized to Sign on Behalf of The Organization

Printed Name of Person: _____ Date: _____

Organization: _____

Mailing Address: _____

Tel:(____) _____ Email: _____

EXTRAMURAL PERFORMANCE GUIDELINES

The Guidelines that follow apply to extramural cultural organizations or individuals who wish to use of The Cathedral of the Madeleine for artistic/cultural events. Because the Cathedral is primarily a place of worship and prayer, we have a limited number of performances each year that we may host. Applicants must realize that, although there is not a strict limitation to performance of only sacred music (i.e., music composed specifically for the liturgy) in the Cathedral during extramural concerts, we are bound to follow the stipulations in canon 1210 of the Code of Canon Law of the Roman Catholic Church. Specifically, the playing of music (even non-sacred music), whether vocal or instrumental, “may serve to promote piety or religion; in particular...to create in churches a setting of beauty conducive to meditation so as to arouse...an openness to spiritual values.” Although these restrictions clearly favor sacred and religious music over popular and secular varieties, we point this out to prospective performers in advance of selecting their proposed repertoire.

1. **All applications** to perform in the Cathedral are submitted to the Cathedral Administrator of Music and are approved by the Cathedral of the Madeleine Arts and Humanities Program Director. If approved, the Cathedral of the Madeleine Arts and Humanities Program acts as the presenter of this event. This must be indicated on all publicity and programs. (See Number 7)
2. **No admission** or ticket charges are allowed for any event taking place in the Cathedral. The public is welcome to all events without discrimination based on religious, ethnic, cultural or financial backgrounds. The following are prohibited without prior written authorization: tables for solicitations, box office activities, verbal financial appeals, free will offerings, or the sale of any musical recordings or souvenirs.
3. **Indirect fund raising** or financial sponsorship solicitation is acceptable. An organization may place an announcement or an appeal for financial assistance in its printed program. These are to be mailed to the organization and may not be collected within or at the exits of the Cathedral. Groups may seek sponsors for events and acknowledge them in the printed program. Indirect fund raising may be conducted in the name of the applying organization only. The sponsors must clearly understand that their contributions are NOT to the Arts and Humanities programs of the Cathedral of the Madeleine.
4. **Special reserved seating** for sponsors of the applying organization is acceptable. No more than eight pews may be reserved for such purposes. Organizations may issue in advance a sponsorship or VIP pass for special seating. However, sponsorship seating passes may not be distributed at the door of the Cathedral without prior approval.
5. **Restricted Areas**
 - a. **The Blessed Sacrament Chapel** (behind the Bishop’s Screen in the apse) and the **Chancel** (consecrated space surrounding the marble altar platform) are places of worship and require respectful behavior at all times. Any use of these areas must be approved in advance by the Arts and Humanities Arts and Humanities Program Director.
 - b. The use of the **Cathedral organs** is under the jurisdiction of the Cathedral Organist. Prior approval for use of any of the Cathedral organs must be made with Dr. Gabriele Terrone. If you wish to use the organ, please note this on your application along with the name(s) of organist(s) and their contact information.
 - c. Access to the **gallery** (choir loft/organ console) must be coordinated with the Cathedral administrator of music and is off limits to the general public during rehearsals and

- performances.
- d. (Please note: special guidelines apply for the use of the Gallery and will be provided as needed)
6. **Food or Drink** is not allowed in the Cathedral at any time. However, bottled water is permitted for performers and accompanying staff during rehearsals.
7. **Printed Material and Publicity**
- The printing of materials and all publicity must be approved in advance by the Madeleine Arts and Humanities Program Director. Drafts are to be submitted to the Cathedral administrator of music at least 10 days prior to printing. This includes full details of the event with all required advisories.
 - Printed materials and publicity are the responsibility of the requesting organization.
 - All printed materials (i.e., advertisements, posters, flyers, programs) must include the following header over your event title or group's name:



presents

(Note: we will provide a TIF or JPEG version of this logotype to you, to which you should add the word “presents” centered beneath it as illustrated above).

Additionally, the following statements must be in your printed program:

Audience Advisory: An atmosphere of reverence should be maintained in the Cathedral before, during and after the performance. Public access to the Altar (marble floor area) is not permitted at any time. Food or drinks of any type are not permitted in the Cathedral.

We highly recommend that you also include the following advisory:

Please silence audible signals of all cellular phones, pagers and other electronic devices.

8. **Custodial Fee.** Although the Cathedral is not available for rent, it is necessary to charge a fee for utilities, maintenance, and custodial services to cover your event's direct cost to the Cathedral. A **\$250.00** fee for a **single three-hour rehearsal or performance block** in the building will be required. If your application is approved, the first **\$250.00** payment is due immediately in order to secure the requested date(s) on the Cathedral calendar. The remaining balance due must be paid in full prior to the first use of the Cathedral.
9. **Staffing and Equipment.**
- The Cathedral has a limited number of music stands and chairs for use.
 - Choral risers are not permitted on the marble floor of the Altar.
 - The Cathedral does not provide any staffing personnel. There is no support staff available for your rehearsals and performance - your organization will be entirely responsible for the careful set up and take down of chairs and music stands. There is

- only an attendant who will unlock doors, assist with lighting, etc.
- d. There is no piano in the Cathedral. You may arrange to bring a piano for the concert, but it may only be placed in pre-approved areas and must be moved by professional piano movers under the supervision of the Cathedral administrator of music and sexton. Please coordinate any such plan with the administrator of music.
10. **Audio and Visual Recording.**
- a. Audio and visual recording for the private archives of the performing organization is allowed. However, you must indicate in advance that you wish to record the event, and organization personnel must follow the Cathedral Media Guidelines available from the Cathedral administrator of music and record only from approved areas.
- b. Recording for Broadcast or reproduction, either by television, radio or professionals, must have prior, written consent from the Arts and Humanities Program Director. The Cathedral does not provide wifi-access.
11. **Entrances.** Performers should enter either through the double doors on the NW corner of the Cathedral plaza (east of the Cathedral) into the passageway connecting the Cathedral to the rectory or through the east door of the Cathedral on the plaza into the sacristy area for rehearsals and performance. Any equipment should also be loaded in through the east Cathedral door off the plaza.
12. **Green Room.** At least one room in the basement of the Cathedral will be made available to the organization before and during your rehearsal(s) and performances(s). Have members of your organization use this room for gathering, warm-up, storage of instrument cases, and personal possessions. Restrooms are also available downstairs. **NOTE: Do not leave valuables in any green room area. We cannot ensure the security of valuables even though the room may be locked during the performance or rehearsal. The Cathedral is not responsible for any lost or damaged items left unattended.**
13. **Rehearsal(s).**
- a. Rehearsal time at the Cathedral is at a premium because of its active calendar and responsibility to the community. Rehearsals should be requested at the time of application and are subject to availability.
- b. Because the Cathedral is open to the public, people may visit the Cathedral during rehearsals. These individuals are welcome and may not be asked to leave. A Cathedral representative will assist your organization if this causes any disruption of your rehearsal.
- c. If your performance or rehearsal follows a Cathedral liturgy, vocal or instrumental warm up may only take place downstairs and may not begin until the Mass or liturgy is completed. Performers should remain downstairs during any Mass/liturgy until it has ended.
14. **Hosting.** A representative of the Arts and Humanities Program Committee will attend your rehearsal(s) and performances(s). He or she will serve as your contact and will assist with questions/needs.
15. **Regulation Default.** Failing to comply with any of the regulations and procedures described here may result in the cancellation of your event.
16. **Schedule Default.** If the procedures for planning and approving this event at its various stages are not met according to the deadlines provided, the Cathedral Arts and Humanities Program may put the event on hold.