

# Christmas Performances

## School and Community Choirs and Bands



### Code of Practice and Information for Performers

Open Culture are taking bookings for community and school choirs and bands to perform at Liverpool ONE this Christmas between 10 November and 24 December 2017.

Please note the following details for your performance. All groups must agree to abide by this Code of Practice.

#### Your Performance

We welcome performances from school and community choirs and bands. We have four locations in which you can request to book:

- Custom House Place, facing the Sugar House Steps under John Lewis canopy (suitable for large groups)
- South John Street under the steps by Nat West (suitable for up to 20 people)
- Key's Court next to Kiehl's (small group only, up to 6 people)
- Paradise Street by the ODEON sign (open air, so location will change in case of rain)

Liverpool ONE's busking programme will be running at the same time in other locations so if you are an approved busker please book in the usual way with the Liverpool ONE information centre, or if you are an individual or small group who would like to busk in Liverpool ONE please email [info@liverpool-one.com](mailto:info@liverpool-one.com).

#### Charity Collections

If you would like to collect money for a registered charity during your performance please complete the relevant section of this application form. You must supply the charity name and registered charity number. Please notify Open Culture within 7 days of your performance of the amount of money you raised for the charity.

#### Power / PA System

Liverpool ONE cannot provide power for your performance but you may bring a battery powered PA system.

#### Promotion / Timetable

Please provide us with information and photographs/videos that we may use to promote your performance in advance. These may be included on Liverpool ONE and Open Culture's websites and social media as well as on a timetable in the performance location.

#### Travelling by Coach

If your group intend to travel by coach you may request a coach drop off and/or collection space in the [Liverpool ONE Bus Station](#). Please email [coachbookings@merseytravel.gov.uk](mailto:coachbookings@merseytravel.gov.uk) to request a space.

#### Parking

Free parking is unfortunately not available as the car parks in Liverpool ONE are operated by an external company. Details about the car parks in Liverpool ONE can be found [here](#).

#### Lunch or break facilities

We do not have any rooms or spaces available to use for lunch or breaks. The following organisations in Liverpool ONE have café facilities or rooms available to hire:

<http://www.liverpoolquakers.org.uk/>

<http://www.thebluecoat.org.uk/>

## **Photography/Filming**

Please be aware that we may have photographers or film crews capture your performance. By requesting a performance slot, you agree to being photographed/filmed. All performance locations are public places: as such any member of the public may wish to record your performance or photograph you and we have no control over this.

## **Storage**

Subject to availability we will provide a large lockable box which looks like a Christmas present in which you can store bags, coats and any other belongings. This box will be in position where your choir/band are performing and you will be given keys to the lock.

Please use the box to store your belongings to keep the area looking tidy. Once you have finished please return the keys to the Info Centre. Please note that Liverpool ONE can take no responsibility for loss, damage or theft of your personal possessions during your performance or whilst on site.

## **Health and Safety**

- Liverpool ONE is all outdoors and while the choir locations are under cover, away from rain the group will need to dress appropriately for the cold weather.
- Please ensure your group leader has suitable insurance for the trip to Liverpool ONE and has undertaken a risk assessment. Liverpool ONE will not be held responsible for any loss, harm or injuries sustained during your performance.
- Performers under 16 must be accompanied and supervised at all times by an adult/teacher. Please bear in mind if you are a school, you will need to have the statutory number of adults required when undertaking school trips or visits.
- Schools or organisations bringing children under 16 to Liverpool ONE are responsible for ensuring that they have received all necessary parental agreement prior to their visit.
- Performers should report any lost children to a member of Liverpool ONE staff. Liverpool ONE's security and management teams have procedures in place to deal with lost children.
- First Aiders are available within Liverpool ONE at all times to deal with any minor injuries or to contact emergency services if needed.

## **On arrival at Liverpool ONE**

Please could the leader of the group report to the Liverpool ONE Information Centre at 5 Wall Street where you will be met by a representative from Liverpool ONE and escorted to your performance location.

## **Public Toilets**

The public toilets can be found at the Information Centre on Wall Street (near the ground floor entrance of HMV) and cost 30p.

## **Problem?**

If you require any assistance when you are in Liverpool ONE, the team in the Information Centre on Wall Street will be able to help. In an emergency please call 0151 232 3199.