

## **Trafalgar Square Carol Singing 2023 – Terms and Conditions**

### **1. Timings**

Please ensure that your group is ready to start at the scheduled time shown the permissions letter. You will not be allowed to extend your allotted time.

Please note your 1-hour session includes time for set up and derig. Your session must finish at the end of your allotted time. It is recommended that you arrive no less than 15 minutes prior to your allocated start time.

### **2. Arrival**

The named and responsible person on Trafalgar Square for the duration of your slot is **[Contact name and mobile number]** who must ensure that they liaise with the Heritage Wardens (07920 509 796) on site upon arrival. Please ensure you have a copy of this agreement with you as you will need to show this to the one of the Heritage Wardens on duty. You will be required to sign in and the Heritage Warden will run through a checklist of instructions with you. This will include relevant information about other activities on or near Trafalgar Square, safety information and what to do in the event of an emergency.

### **3. Location**

You will be required to position your group in front of the Christmas tree facing north towards the National Gallery. The Heritage Wardens will be able to direct you. Please note that public access through the Square should not be restricted by your group.

### **4. Equipment & Instruments**

To make the carol singing programme a more traditional experience, no PA system or stage will be provided by the Greater London Authority.

Choirs are permitted to bring a small musical ensemble to accompany their singing.

Instruments, such as a keyboard, will need to be battery powered as there is no access to the mains power on the square.

This must be limited to ensure that sound levels are kept to acceptable levels as a courtesy to the neighbours of Trafalgar Square. The noise level will be monitored at all times, and you must follow any instructions or directions given by the Heritage Wardens or GLA Authorised Officers

## **5. Charity Collection**

Any charity collection must be stated on your application form.

Please note that collections may only take place on the main body or central staircase of Trafalgar Square, and that charities must be registered.

The number of charity collectors must be proportionate to the size of the performing group, for example 30 performers, no more than 3 collectors would be permitted, with the rule of 1 collector for every 10 participating carol singers. Charity collectors must not act in an over-assertive manner or cause harassment to members of the public on the square.

## **6. Content and Waste**

You must ensure that any leaflet, picture, or placard content is suitable for all users of the Square. Any content deemed upsetting or offensive must be removed immediately as per instructions from Heritage Wardens or GLA officers. Placards, leaflets etc, must be removed from site at the end of your carol singing slot. Failure to follow direction from Heritage Wardens may result in your session being cancelled early.

## **7. Parking**

Parking and dropping off is not permitted on Trafalgar Square. Performers are expected to make their own travel and parking arrangements, and any equipment or instruments must be carried into position on the square.

## **8. Publicity**

The GLA will publicise the programme on [London.gov.uk](http://London.gov.uk) featuring the name of the choir, time slot and charities supported. This will include the proviso of 'subject to change'. The GLA may also promote the universal event through other outlets.

## **9. Cancellation**

Please notify the GLA immediately if you are no longer able to attend at your allocated time or if you are running late. Notifying the GLA as soon as possible may enable unsuccessful applicants to be offered an opportunity to sing on the square. Failure to notify the GLA may result in the rejection of applications made by the group in future years.

The GLA reserves the right to cancel or terminate your session early for any reason. Reasons could include threats to the security, safety and welfare of the carol singers or members of the public.

In the event of cancellation or early termination the GLA will not be held liable for any cost or losses (including charity collections) by the organisers or those taking part in the carol singing.

#### **10. Safety of participants**

The group leader is responsible for the safety and welfare of their group while on the Square. Advise participants to dress appropriately for winter weather. Children must be appropriately supervised when on the Square and accompanied by a parent or guardian at all times. Follow directions from Heritage Wardens regarding safety matters.

#### **11. Allocations**

Due to the popularity of the Carol Singing Programme, each choir will only be allowed to take up a maximum of one slot for the season to allow others to have the opportunity to sing in Trafalgar Square.

#### **12. Byelaws**

All users of Trafalgar Square are required to comply with the [Trafalgar Square byelaws 2012](#). Copy supplied with this agreement and displayed on the square.