

- (1) Produce tickets by Friday
- (2) Job URC to know about it
- (3) Run collection

GUILDFORD PHILHARMONIC - CHORAL WORKSHOP

Saturday 8 February 10.30.-5.00. University of Surrey, Performing Arts Studio 1.

BYRD and BRUCKNER

A day for singers to study, rehearse and perform Byrd's 'Mass for four voices' and three motets by Bruckner ('Ave Maria', 'Locus iste' and 'Christus factus est') with Neville Creed.

There will be sessions in vocal technique and the opportunity for individual consultation with David Lowe during the morning and Margaret Humphrey-Clark during the afternoon.

Timetable:	10.00.	Assemble and music collection
	10.30.	Session 1
	11.30.	Break
	12.00.	Session 2
	1.00.	Lunch (Please bring your own refreshment)
	2.00.	Session 3
	3.15.	Break
	3.45.	Session 4

Tickets are £6. (£5. to Guildford Philharmonic Choir or Society members.) Prior enrolment is essential.

Music is provided free of charge.

The Cathedral Refectory is open 9.30.-4.30. for drinks and snacks.

Car parking is free on the University site.

Enquiries to Kathleen Atkins, Guildford Philharmonic Office Tel: (0483) 444666.

Return to: Kathleen Atkins, Guildford Philharmonic Office, The Lodge, Allen House Grounds, Chertsey Street, Guildford, Surrey GU1 4HL.

NAME..... ADDRESS

TELEPHONE VOICE CHOIR

I would like _____ tickets @ £6. (GPC and S members £5.)

I enclose a cheque for £ _____ payable to Guildford Philharmonic Choir.

Guildford
Philharmonic
Choir

Ticket Price £6
(£5 to GPC
members)

Choral Workshop

University of Surrey
Performing Arts Studio 1

Saturday 8 February 10.30am - 5.00 pm
Assembly and music collection from 10.00 am

1992

Choral Workshop

As at ^{ans} 30/1/92

GPO office sales 28

Choir direct sales approx 70

Total est. 98

(9 which at least 14 non-members)

(Budgetary estimate 140) (est. 110 + 30)



UNIVERSITY OF SURREY

Guildford Surrey GU2 5XH

Telephone (0483) 300800

Telex 859331

Fax (0483) 300343

*Department of Music
Performing Arts Technology Studios
Direct Dial (0483) 509317*

Fiona Yeomans
18 Beech Lane
Guildford
Surrey GU2 5ES

14 October 1991

Dear Fiona

Many thanks for your recent letter. I am pleased to confirm your booking for the Guildford Philharmonic Choir as follows:

Studio One, Performing Arts Technology Studios, University of Surrey

Date: Saturday 8th February 1992

Time: 9.30 am - 5.30 pm

Fees: Studio £250, Upright piano £70, Tuning £20 - Total £340.00 plus VAT

Terms: Payment due within 15 days of invoice

I will arrange for keys etc to be collected nearer the time.

Yours sincerely

Ken Blair

*cc Neville Creed for
info
↓
This is as we
discussed some weeks
ago.
JEY 17/10*

Choral Workshops

Received from Neville
16/12/91

Expenditure

Hire of Hall £250
 Hire of piano £90 } + VAT Total 319.50
 Hire of music - borrow from libraries
 Fee to NC £200
 Fee to guest coach £150 (To be split between 2 who did half a day each)
 Fee to accompanist £50

£740 £800

Income

110 GPC members @ £5 = £550
 (1991-55)
 30 others @ £6 = £180
 (1991-15)

£730

based on show of hands at 16/12 rehearsal plus an assumed extra 20 or 50

∴ net subsidy of £70 plus whatever under sell on tickets (if any)

	1991	70 came
or	1992	140 came
	Δ @ £5/w	= <u>350</u>

JM's "updated budget" 13/10/91 showed £1,000 for event (as it was last year)

These figures suggest max. exposure of £420 provided no extra costs incurred.

Byrd 4-part mass

Bachner motets.

Add publicity and library £50

Ray
7/1/92

18 Beech Lane, Guildford, Surrey GU2 5ES
Telephone: 0483 302334

3rd October, 1991

Ken Blair,
Music Dept.
University of Surrey

Dear Mr. Blair,

Further to various telephone
conversations I confirm the
booking by Guildford Philharmonic
Choir as follows:

- Performing Arts Studio PATS 1
- Saturday February 8th 1992 9.30-5.30
- Charges - Studio £250 + VAT
Upright piano £ 70
Turnip £ 20

£ 340 + VAT.

The invoice should be sent to
the Guildford Philharmonic
Orchestra Office at The Lodge,

NB

In the event, the grand piano was in the Studio & Max New was told it was OK for us to use it without extra charge. ∴ we shouldn't be billed for more than was agreed here.
(Background was that we negotiated to original quote down on various including fuel and only get an piano).
John Yeomans 8/2

Allen House Grounds, for the attention of Mrs. Kathleen Atkins, who will forward it to the ^{Chair} Treasurer for payment.

I should be grateful if you would briefly confirm the terms of the booking in writing (to me at the above Beech Lane address).

Thank you for your help.

Yours sincerely,
John Yeomans

(on behalf of John Yeomans,
GPC Treasurer)

cc Kathy Atkins 14/10

John

Choral Workshop

I've booked Surrey Univ PATS 1
for Feb 8th 1992

charge is £274 + VAT for 8 hours
(was 236 incl. vat)
33.6%
+ £200 for Grand Piano
was 100+20 + VAT is £141

Contact is Ken Blair 0483 509158 ⁹³⁰⁸
or Pauline Johnson 3041

- as this is in term time it goes through
the University, not the Conference office.

This is extortionate & ∴ could you
negotiate a lower price. Last year we
managed to get the Grand for £100 - so
they've set a precedent!

Telecon Ken Blair 22/8
£280 for 10 hrs
piano £200 + VAT

Cheers

? Upright - piano

He will investigate £130
reducing charges - since
special deal because of links with
SPO / Kathy A?

Neville

P.S. I enclose the bill!

8 rooms @
~ 10%
∴ 250 + VAT
70 piano
20 transport
<u>340</u>
+ VAT
+ 20 piano
<u>360</u>

23/8 left msg for Neville
\$ rip \$ discuss