

East Sussex Community Choir

Application Form: September 2018 – July 2019

Conductor: Nick Houghton



The East Sussex Community Choir is part of East Sussex Music Lifelong Learning Scheme. We welcome adults who have some choral experience, as well as those who enjoy singing but have had little or no experience.

Directed by Nicholas Houghton, the Choir performs throughout the year in Sussex. The East Sussex Community Choir rehearses at The Performing Arts Centre, Mountfield Road, Lewes on Monday evenings from 7.30pm – 9.30pm during school term time.

The ability to read music is not essential, but members are expected to have a reasonable sense of pitch. Music will be provided although sometimes members purchase their own copies.

The choir is open to anyone aged 18 and over.

Fees are payable three times a year in advance in September, January and April on receipt of our invoice. **From September 2018 the fee is £50.00 per term**, which is for 10 rehearsals in the term and these fees are reviewed annually in September

Registration fee for new members is a one off fee of £5, payable in advance. The registration fee is non-refundable.

Withdrawals from the group

Notice to withdraw from the group without penalty must be received at the ESM office by the following dates:

- 1st December (for withdrawal at the end of the Autumn Term)
- 1st March (for withdrawal at the end of the Spring Term)
- 1st July (for withdrawal at the end of the Summer Term)

If notification is received after these dates then an administration fee of £10 will be payable in lieu of notice.

Terms and conditions

Members are subject to all terms and conditions laid down by the ESM and are found on the website www.eastsussex.gov.uk/music and attached form. ESM reserves the right to vary these Terms and Conditions without prior notification.

For more information at East Sussex Music contact

Performing Arts Centre, Sussex Downs College
Mountfield Road
Lewes
East Sussex BN7 2XH
01273 336793

Please note that administration staff are only available during term time and the office is closed during school holidays,

Please retain this document for your future reference.



(Please complete in BLOCK CAPITALS)

Name		Title (please specify if Mr/Mrs/Miss/Ms)	
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Address	
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Postcode	
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Phone		Email	
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Voice

Mark a 'x' in one box.

Soprano		Contralto		Tenor		Bass		Not Known	
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I agree to membership of East Sussex Community Choir and understand that fees are to be paid termly and in advance. I enclose my first term's fee of £49.00 + £5 registration fee (Cheques made payable to East Sussex County Council). I also understand that written or verbal notice to terminate membership must be given to East Sussex Music as detailed in the Terms and Conditions.

Signature		Date (dd/mm/yyyy)	
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Thank you for completing the registration form. Once we have processed your application a member of the choir will contact you with dates and details of rehearsals.

We look forward to seeing you.

Code of Practice

How to Apply

The attached application form for Community Choir membership should be completed and returned to East Sussex Music, Performing Arts Centre, Sussex Downs College, Mountfield Road, Lewes, BN7 2XH together with a cheque or postal order to cover the Registration Fee (if applicable, please see below) and the first term's* rehearsals; **thereafter invoices are sent out termly.**

Rehearsals are continuous unless we have been informed of a member's withdrawal (please see Terms and Conditions below).

Terms and Conditions

Registration Fee

A Registration fee is required for all members not currently registered with ESM. The £5.00 registration fee is not refundable.

Fees

The first term's rehearsal fee and registration fee are payable on application; thereafter fees are invoiced termly*, payable three times per year (usually September, January and April). Please note, we will allocate your payments to the oldest outstanding invoices

Fees are calculated on the basis of 30 rehearsals in an academic year.

If invoices are not paid within the stated period, Community Choir rehearsals and all other ESM activities will be ceased for all family members. Please note that fees are not transferable between family members.

Credits and Refunds

Credits can be given if less than 30 rehearsals are offered across the academic year. (September to July). **Credits cannot be considered if members elect to miss Community Choir rehearsals.** Credits are not given for situations outside our control, e.g. when the venue is closed for safety reasons (severe weather etc.). If possible, make-up rehearsals will be arranged. In the event of adverse weather conditions, please check our website for latest information eastsussex.gov.uk/music.

Withdrawals

Notice to withdraw from rehearsals must be received in writing at the East Sussex Music office by the following dates:

1 March, 1 July and 1 December for membership to cease at the end of the term* without penalty. Verbal notification by members is not accepted. If notification is received after these dates then a late cancellation fee of £10 will be payable in lieu of notice. A full term's* fee is payable once rehearsals have been attended in any one term*.

Temporary Withdrawal from Community Choir

If a member suffers a long-term illness, or broken limb and four or more consecutive rehearsals are likely to be missed, please contact the ESM office when either a credit (for a continuing member) or a refund can be arranged. A doctor's confirmation letter may be required. If a member opts to engage in another activity, or is absent for no reason when there is a scheduled rehearsal, then this counts as a 'rehearsal offered' and no refund is available.

East Sussex Community Choir members are subject to all Terms and Conditions laid down by ESM which are contained within this document. ESM reserves the right to vary the Terms and Conditions without prior notification.

Queries

Please note that administrative staff are only available during term time and the office is closed during school holidays.

Applications, withdrawals and queries relating to East Sussex Community Choir membership should be made to the main office:

East Sussex Music
Performing Arts Centre, Mountfield Road, LEWES. BN7 2XH
Reception 01273 336770 9.00am - 4.30pm
Email: music.service@eastsussex.gov.uk

*For the purposes of ESMS invoicing the word "termly" refers to the periods:

September-December (Autumn Term); January-March (Spring Term); April-July (Summer Term)

Please DETACH and RETAIN this page for future reference.