

Costs and Inclusions of Hire

Performance Hire

Fees and Charges

Set up & Rehearsal period

All hours on site required by the hirer to unload, set up, rehearse, strike and clear their production.

Staff onsite: 1 x Duty technician and 1 x Show technician

Performance period

From 90mins before curtain up until 60mins after curtain down

Staff onsite: 1 x Duty Manager and 4 x Ushers

1 x Duty technician and 1 x Show technician

Rate per hour	Main House	Weston Studio
Set up & Rehearsal period	2019 £85.00	2019 £65.00
	2020 £90.00	2020 £65.00
Performance period	2019 £150.00	2019 £110.00
	2020 £155.00	2020 £115.00

- Excludes VAT
- Minimum 3 hrs call
- All advertised hire rates are subject to confirmation at the time of booking.
- Fees and charges are reviewed and approved annually. **Hire charges apply to events held between July 2019 - December 2020. Prices from January 2021 are subject to change.**

Payment schedule

Payment 1	25%	Non-refundable deposit with signed hire agreement. If booking is made more than 1year in advance, 10% to be paid with signed hire agreement, with 15% paid 9 months before event.
Payment 2	25%	90 days before event
Payment 3	30% Plus 10% damage deposit	30 days before event
Balance	20% Plus any additional hire or show charges Less 10% damage deposit less any damage charges	14 days after the event

Discounted Rate

Each year we are committed to providing community groups as well as fundraising events, with subsidised use. This can be everything from Arts supported works to performances that serve the community.

In order to be considered please email s.timpson@not.gdst.net with your proposal, including

- A brief description of the project to be performed - type, purpose
- Audience numbers and approximate ticket costs
- Company details and performer numbers – children, adults
- Proposed dates for the performance

Discounts may be available on extended hires subject to type of use.

Additional charges

Item	Rate
Services	
Bar	£80 per show
Security	£10 per person per hour
Sixth Form Centre	£35 per hour
School Hall	£35 per hour
Sports Hall	£35 per hour
Dance Floor	To be discussed and agreed
Removal of any seats in the auditorium – Mixer position	To be discussed and agreed
Removal of any seats in the auditorium – Thrust stage	To be discussed and agreed
Orchestra pit set up replacement	To be discussed and agreed
Equipment use – Consumable	
Haze Machine (inclusive of fluid)	To be discussed and agreed
Equipment use – Non consumable	
Deck staging (8' x 4')	To be discussed and agreed
4' and 8' Hand rails	To be discussed and agreed
Screen, laptop & projector	To be discussed and agreed
Star cloth	To be discussed and agreed
Radio Mics – handheld	To be discussed and agreed
Radio Mics – headsets x 4, plus system <i>You will need to have your own operator</i>	To be discussed and agreed
Radio Mics – Lapel	To be discussed and agreed
Grand Piano	To be discussed and agreed
Electric keyboards	To be discussed and agreed
Music stands and chairs	To be discussed and agreed

Excludes VAT

This list is not exhaustive

Business Hire

Our performance spaces are also suitable for a range of corporate events such as meetings and small conferences up to award ceremonies. Please contact us to discuss further.

Inclusions of Hire

The hire is inclusive of the following:

Venue

- Access to and use of the stage, auditorium, backstage, 2 x dressing rooms, green room and studio.
- Access to and use of the front of house areas – foyer and breakout space
- Set up of the basic layout required by the hirer
- Utilities including water, electrics, lighting and heating
- Complimentary Access to in-house Wi-Fi
- Cleaning on a daily basis of auditorium and all front of house and back stage areas. If you require cleaning out of the specified time it will be recharged accordingly, and must be notified at time of booking. If your event requires additional cleaning, this will need to be discussed at the time of your booking.

Technical

- Duty technician to co-ordinate the running and safety of the performance and backstage area. They will not be operating any part of the show. They will be based at a stage position for the duration of a performance in order to comply with our fire evacuation policy. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to at all times.
- Show technician to operate lighting OR Sound for your performance. You will need to provide a 2nd show technician to operate the other, or alternatively we will provide one for you and add it to your costs.

Lighting

- Before you arrive at the theatre, we will have rigged and focused a general lighting package. This will be suitably flexible to give you options to create different “looks” on stage. The package will include
 - a warm wash and a cool wash which should give even coverage all over the stage,
 - options for back-light and side-light for dance numbers
 - our LED moving wash lights have full colour mixing to create full stage washes of any colour.
 - moving spots which are able to project gobos and effects.
 - a number of “specials” which are able to be re-focused for every performance, for example if you want a spotlight for soloists in the centre of stage.
- Any additional required staff required to run your show will be recharged and needs to be discussed at the time of booking.
- Any time needed to rig and focus additional lighting should be built in to your schedule for technical time.

Main PA

- This PA will be adequate for most theatrical needs.
- The mixing desk can be configured to suit multiple outputs as required. Please liaise with the technical team in advance.

Audience Management

- For all performances the Theatre will provide a Duty Manager and the number of FOH staff that are legally required to ensure the safety of the audience in the event of an emergency evacuation. This staffing level will be advised to the Hirer. Any staff requested in addition to this need to be discussed prior to booking and charges will be advised.

The hire does not include the following:

- Second show technician. We can source and recharge one for you should you require us to.
- The Theatre does not provide Security staff. If a hirer feels that Security staff are required, this needs to be discussed at the time of booking, and will be at the cost of the Hirer;
- Hire of the bar facilities
- The Theatre does not provide, and is not responsible for, chaperones or any other direct supervision of the company or audience, i.e. children; animals.
- Specialist technical equipment