

# INFORMATION FOR THEATRE HIRE



Stantonbury Arts & Leisure  
Leisure ▪ Theatre ▪ Fitness

Welcome to Stantonbury Theatre, this information is intended to give you some useful facts if you are interested in hiring the venue.

For more detailed information and to discuss costs and availability please contact the Theatre Administration on 01908 324422 or email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk)

**STANTONBURY THEATRE**  
**Stantonbury Arts & Leisure**  
**Stantonbury, Milton Keynes, MK14 6BN**

Administration 01908 324422  
Box Office 01908 324466

Email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk)  
[www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk) : [www.stantonburyleisure.co.uk](http://www.stantonburyleisure.co.uk)

## Theatre Personnel

ADMINISTRATOR  
TECHNICAL MANAGER

Vera Lowe  
James Tearle

## Hire Charges

Please email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk) and our current hire charges will be sent to you or call the administrator 01908 324422.

## Deposit

On signing the contract to hire the theatre the hirer will pay a non-refundable deposit based on the number of days hire as per the table below.

No of Days Booked	Deposit Required
1 day	£100
1 - 4 days	£200
5 - 7 days	£300
8 days and over	£500

## Cancellation

In the event of the Hirer cancelling, the following will apply: -

Notice of Cancellation	Cancellation Fee
Cancelled within 8 weeks	Full hire fee to be paid less the deposit already remitted
Cancelled within 12 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 50% of <u>full</u> hire fee (less deposit)
Cancelled within 24 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 20% of <u>full</u> hire fee (less deposit)
Cancelled within 36 weeks or more	Pre-paid deposit forfeited by the hirer

## Front of House

The theatre will provide a **FRONT OF HOUSE MANAGER** for each performance. (This charge is subject to VAT.)

Hirers must then provide a minimum of 4 designated Auditorium Stewards/Ushers for each performance who must be over 16 years old.

- ☛ Stantonbury Theatre can supply your event with stewards/ushers; however an additional charge + VAT per performance will be made and added to your hire charges. Please ask the administrator about this additional service.

There is a bar available for theatre patrons to purchase drinks before and during the intervals of shows.

The theatre sells ice-cream and confectionary to patrons before and during the intervals of shows

There is FREE car parking adjacent to the theatre

## Access



To assist audience members who are hard of hearing the theatre is fitted with an infra-red hearing aid system and there are six Sennheiser headsets available.



The backstage area of the theatre is accessible by ramp or by the Dock door at ground level.

Wheelchair access for the auditorium is via an entrance at ground level and there are adapted disabled toilets adjoining this entrance.

There are 4 designated spaces in the auditorium for wheelchairs on this same level. A Lift is available in the Leisure Centre (adjacent to the Theatre) which will facilitate access to the

Gallery, Auditorium and Upper Theatre Foyer during the hours the Leisure Centre is also open.

There are additional Disabled Toilets in the Leisure Centre.

There are several specially marked parking bays for disabled patrons in the car park adjacent to the theatre. There is the facility to park a van or minibus or specially adapted vehicle close to the dock door for unloading.

Guide dogs are welcomed.

## Theatre Technical Support

### Get-in, fit-up and get-out times

- ⊛ The days and times booked must include time for rigging the lights, fitting up of the set and rehearsal time. Because of the demands on the space, get-outs should normally be done immediately after the last performance when Technical Support will be available until 23.30 hours. If it cannot realistically be completed within this time it then it must be booked for the following half day and paid for at an arranged fee.

### Technical Support Time

- ⊛ When the Theatre is being used a technician must be on site to supervise and assist. The theatre has a limited number of staff and must comply with statutory health and safety regulations, and accordingly Technical Support is not normally available outside of the hours outlined below.

<b>Non Performance Days</b>	Sunday – Friday from 10.00 to 22.00 hours The building must be vacated by 22.00 hours so get-ins and rehearsals must finish in sufficient time to ensure this
	Saturday 13.00 – 22.00 hours – as above
<b>First Performance Day</b>	Sunday – Friday from 10.00 hours - to one half hour after the end of the performance
	Saturday 13.00 hours – as above
<b>Next Consecutive Performance Day(s)</b>	When there is more than 1 performance day, during the remaining performance day(s) in the run, the theatre will be available from a pre-arranged ‘call time’ – not usually more than 2 hours before ‘curtain up’ – to one half hour after the end of the performance

- ⊛ ***If Hirers overrun their time ‘out of hours’ charges will be made per hour or part thereof– these are subject to VAT.***

## Seating Plan



## Capacity

- ✪ The Auditorium seats 200 in the fixed raked seating (Rows A – K) + 4 wheelchair spaces.
- ✪ An additional 52 patrons can be sat in the Pit (Rows AA – DD)

## Publicity

Twice a year the theatre produces a FULL COLOUR brochure which is distributed widely both within Milton Keynes and beyond. If hirers wish to be included in this, they will be requested to provide copy at the appropriate time. A charge (+VAT) will be made for this service. This fee also includes full listing and information on the theatre's website.

The Theatre is happy to display appropriate posters and leaflets for events which are taking place in Stantonbury Theatre and would greatly appreciate receiving copies of these as soon as they are printed.