



# STANTONBURY THEATRE

## INFORMATION FOR HIRING THE THEATRE



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

### STANTONBURY THEATRE

Stantonbury  
Milton Keynes  
MK14 6BN

Theatre Administration: 01908 324422  
Box Office: 01908 324466  
Email: [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk)  
Technical Department: 01908 324423  
Email: [theatre.tech@stantonbury-tove.org.uk](mailto:theatre.tech@stantonbury-tove.org.uk)  
[www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk)

## HIRE CHARGES

Please email [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk) to enquire about our current Hire Charges.

## 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 plus VAT
2 - 4 days	£200 plus VAT
5 - 7 days	£300 plus VAT
8 days and over	£500 plus VAT

## CANCELLATION

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

CANCELLATION PERIOD	AMOUNT DUE
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 full hire fee (less deposit)
Cancelled within 24 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 20% of full 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 is mandatory and is included within the Hire Charges.

Hirers must provide a minimum of four designated Auditorium Stewards/Ushers for each performance.

- Stantonbury Theatre can supply your event with stewards/ushers – however an additional charge per hour per performance will be made and added to your hire charges. Please ask about this additional service.

There is a bar available for theatre patrons to purchase drinks before and during the intervals of shows. This is provided and run by Stantonbury Theatre.

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 Stagedoor 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 four designated spaces in the auditorium for wheelchairs on this same level.

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 welcome.

## **OPERATIONAL**

Box Office Opening Hours – operated from the Leisure Centre Reception: Monday – Friday 09:00 – 13:00 hours; Saturday & Sunday 13:00-15:00. Prior to performances, the Theatre Box Office is open 45 minutes before the start of any performance.

The theatre can also be contacted by email - [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk) or the technical department – [theatre.tech@stantonbury-tove.org.uk](mailto:theatre.tech@stantonbury-tove.org.uk).

During August, the theatre auditorium and backstage are mostly closed for general maintenance. All other admin and box office operations continue as usual.

## THEATRE TECHNICAL SUPPORT

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.

When the Theatre is being used a Stantonbury Theatre 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 in the table below.

Hirers are required to provide their own lighting or sounds operators. If the theatre provides an operator(s) then a charge (+VAT) will be made.

Non-Performance Days	Monday - Sunday 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
First Performance Day	Monday - Sunday from 10:00 hours until one half hour after the end of the performance (excepting Get out – see below)
Next Consecutive Performance Day(s)	When there is more than one 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 two hours before 'curtain up' – to one half hour after the end of the performance.
Get Out	Get-outs should be done immediately, and as quickly as possible. After the only or last performance when Technical Support will be available - but not beyond 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.

**If Hirers overrun their time, 'out of hours' charges will be made per hour or part thereof (+VAT).**

## BOX OFFICE AND PUBLICITY

### Seating Plan



### CAPACITY

The auditorium seats 200 in the fixed, raked seating (Rows A – K) plus four wheelchair spaces.

An additional 52 patrons can be seated in the Orchestra Pit (Rows AA – DD) for additional capacity.

### Publicity

Stantonbury Theatre produces a FULL COLOUR brochure which is distributed widely both within Milton Keynes and beyond. Hirers who wish to be included will be requested to provide copy and images at the appropriate time. A charge (+VAT) will be made for this service which also includes a full listing and details on the theatre's website and social media pages.

Full Terms & Conditions are available on request.

