



STANTONBURY THEATRE

HIRE INFORMATION

April 2025

WILL YOU BE TAKING A SEAT?

OR TREADING THE BOARDS...

www.stantonburytheatre.co.uk



STANTONBURY THEATRE

HIRE CHARGES

THEATRE



All charges are subjected to VAT but are presented exclusive of VAT.

| Community & Charities | Monday - Thursday | Friday - Sunday |
|--|-------------------|-----------------|
| Per day - No Performance For Get-ins/setups, rehearsals, etc. | £480 | £580 |
| Per day - Single Performance A day for get-in/rehearsals plus one performance | £700 | £830 |
| Additional Performances | £250 | |
| All Day Event Competition/Conference | £1,100 | £1,400 |



A Duty Technician is provided whenever the building is in use. They are there to supervise and assist when needed and will not operate lights or sound for your performance(s).

A Front of House Manager and Ushers will be supplied by Stantonbury Theatre for each performance, this is included in the Hire Charge.

A performance is defined as an event with a public audience and specific start time lasting no longer than 2 hours.

Any additional performances exceeding the above examples, either quantity or timings, would incur costs.

Included with the Hire Charge:

- Stage & Auditorium use.
- A Duty Technician to assist you whilst you are with us.
- Use of the Theatre equipment at the permission of the Technical Manager/Duty Technician.
- Use of seven backstage dressing rooms and the Green Room.
- Use of the Scene Dock.
- Access and use of the main Foyer areas.
- Access to the Gallery during event times.
- Front of House Manager and Ushers (for performances).

Further details can be found by reading our Terms & Conditions.

Additional Charges are listed on Page 4.



STANTONBURY THEATRE HIRE CHARGES

| | |
|-------------------------------------|---|
| Non-Performance Days | Monday - Sunday from 10:00 to 22:00 hours The building must be vacated by 22:00 hours. 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 mutually agreed 'call time' – not more than 2 hours before 'curtain up' – to one half hour after the end of the performance. Additional hours must be pre-arranged at the time of contract and will be charged at £60 per hour (£75 per hour on Saturday and Sunday). |
| Auditorium Use | When there is more than one performance day, the Theatre reserves the right to make use of all parts of the building outside of the permitted access times (see above), including the auditorium, where it does not impact on the Hirer's set, costumes, lighting rig etc. |
| Get-in, fit-up, and Get-out times | 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, then it must be booked for the following half day and paid for at an arranged fee. |

- To secure the hire, a deposit will be required upon signing the agreement.
- A final hire invoice will be issued within 14 days after the activity.
- Final payment of any box office income due to the Hirer will be made within 14 days of that settlement being approved by the Hirer.
- Bank Holidays - An additional 40% levy will be made on the day's hire charge if that day is a Bank Holiday.
- If Hirers overrun, their time 'out of hours' will be charged at £95 +VAT per hour
- When there is more than one performance on the same day, please ensure that there is, at least, **ninety minutes** between the end of one performance, and the beginning of another.



GALLERY



Local Artists are welcome to exhibit with us for free.
Please email gALLERY@stantonbury-tove.org.uk for further details.

Private Viewing evenings, Vernissages and or Finissages are charged.
Due to performances in the Theatre, event dates/times are subject to availability.

All charges are subjected to VAT but are presented exclusive of VAT.

| Type of Event | Monday - Thursday | Friday - Sunday |
|-----------------------------------|-------------------|-----------------|
| Private View/Vernissage/Finissage | £45 per hour | £65 per hour |

Included with the Gallery Hire Charge for Private Views:

- Access and use of the Gallery and main Foyer areas.
- Licensed bar open for the duration of your event.

All charges are subjected to VAT but are presented exclusive of VAT.

| Type of Event | Monday - Thursday | Friday - Sunday |
|--------------------|-------------------|-----------------|
| Meeting/Conference | £30 per hour | £55 per hour |

Included with the Gallery Hire Charge for Meetings:

- Access and use of the Gallery and main Foyer areas.
- Tables/Chairs setup prior to arrival in configuration of choosing.

Tea/Coffee station with biscuit selection can be added
for £1 + VAT per person.



24 seat table layout.



REHEARSAL SPACE



PA1



T1



PA1

Included with the room hire:

- Access and use requested room and nearby toilet facilities.
- Tables/Chairs setup prior to arrival in configuration of choosing.
- Bluetooth speaker available upon request.

We have two large rooms available for hire for use as either rehearsal/audition space or for workshops, classes or meetings.

PA1 is located in the Theatre past the Foyer area. It is secluded and can be used even when the main theatre space is being utilised.*

T1 (also known as Dressing Room 8) is located backstage and cannot be hired whilst other users are in the main theatre space.

*Some Theatre hirers may require PA1 as an additional dressing room space.

All charges are subjected to VAT but are presented exclusive of VAT.

| Type of Event | Monday - Thursday | Friday - Sunday |
|----------------------|-------------------|-----------------|
| Individual Room Hire | £25 per hour | £35 per hour |

Discounts available for block bookings.

The **Main Stage** can also be hired on an hourly rate with minimum to no technical requirements.

All charges are subjected to VAT but are presented exclusive of VAT.

| Type of Event | Monday - Thursday | Friday - Sunday |
|---------------|-------------------|-----------------|
| Stage Hire | £50 per hour | £75 per hour |

Included with the stage hire:

- Access and use of the Stage and Auditorium and nearby toilet facilities.
- General lighting wash on stage.
- Bluetooth speaker available upon request.



ADDITIONAL CHARGES

Ticket Fees

If the hirer wishes the theatre to sell their tickets on their behalf, then the following charges will be added to their final invoice:

- £20 + VAT per show.

You will need to bear in mind the following two charges when you set your ticket prices as we will deduct this online cost from your gross box office:

- £1 + VAT per ticket sold online.
- Card charges + VAT (dependent on sales made).

The Theatre selling your tickets will have Stantonbury Theatre acting as a booking agent in the matter of ticket sales for your production and you/the company will be required to properly account for the VAT on all ticket sales.

If the hirer wishes to sell their own tickets, £20 +VAT per performance will be added to the hire invoice for the printing of tickets, if required.

The hirer will also need to provide someone to be available one hour prior to curtain up to deal with any box office enquiries and communicate with Theatre staff for information on access requirements for audiences.

Front of House Staff

- As part of the Hire Charge, Stantonbury Theatre will provide a Front of House Manager and Ushers for each of your performances. They will arrive one hour prior to the start of your performance. Any performances exceeding two hours in length will be additionally charged.

Catering

- (Performances) There is a bar for the audience to purchase refreshments prior to a show and during an interval only. This is organised and staffed by the Theatre at no extra cost. If you wish the bar open **after** your event, we charge an additional £35 + VAT per hour.
- (Conferences) Please confirm whether you will require our licenced bar open for your event.
- Food for meetings and conferences can be quoted for upon request. Please provide details such as attendance numbers and dietary requirements.

Other Additional Charges

- Theatre Consumables - A charge will be made for items such as gaffer tape, ice packs, haze fluid etc. – prices available from our technical department on request.
- Two Additional Dressing Rooms are available to use near the Foyer. – Please enquire with the Theatre Administrator about cost/details.
- Seasonal Brochure Entry – Please enquire with the Theatre Administrator about cost/details.
- Licensing costs - Any charges relating to performance licenses to include, but not limited to, PRS will be passed onto the Hirer for payment.
- A PRS fee will be charged per performance.

Technical Support

- A Duty Technician will be present during your time in the Theatre. When the Theatre is being used a technician must be on site to supervise and assist.
- Technical Support is not normally available outside of the hours outlined above.
- Hirers must provide their own lighting and/or sound operator.
- If the hirer wishes the Theatre to provide lighting and/or sound operators, the Theatre can do this for an additional charge of £20 + VAT per hour per technician required.

If any further information is required, or if you would like to discuss your booking or dates, then please contact the Theatre Administrator at theatre@stantonbury-tove.org.uk or telephone 01908 324422.