



## THEATRE CHARGES 2017

Charges Effective from 1st January 2017 to 31st December 2017 and include VAT

*Appendix 8*

### Main Theatre

Performance / conference including 1 technician. Full lighting and sound systems available. Please see the current Technical Specification. MINIMUM OF 8.5 HOURS	Fee Per Hour	
	Cost	Disc. Local Community & charity rate (-15%)
Mon - Thurs	£136.00	£116.00
Fri - Sat	£153.00	£131.00
Sun & Bank Holidays	£204.00	£174.00

4 hour block - Monday to Wednesday daytime hires up to 5pm, Saturday up to 1pm and Monday to Wednesday evenings 6pm to 10pm. Local charity or a community group that is a member of the Air partnership only. Subject to negotiation and availability. 1 member of staff only.	£319.00
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**For a public performance add the appropriate hourly rate for technical staff / FOH and additional fees.**

Full week hire (including technical, F.O.H manager, and box office for 1 hour up to the start of each performance), Full lighting and sound systems available. Please see the current Technical Specification. See below for additional fees and charges.	Cost per week	Disc. Local Community & charity rate (-15%)
Up to 6 performances including Sunday get in 9am-6pm, Monday 10am-10:30pm, Tues to Sat performances 6-10.30pm and sat Mat 1 - 5pm (Sat until 11pm for get out). 49 hours of hire.	£5,117.00	£4,450.00

### **The Room Upstairs and Bar Lounge (room only, for additional facilities available see below)**

The Room Upstairs Fee Per Hour MINIMUM 4 HOURS	Cost
Space Hirer (studio includes use of the sound system)	£15.00
Studio Performance (Thur, fri & sat evenings 5pm to 10:30pm) inc brochure listing, use of sound and lighting systems. Additional perf. at £45 / perf	£90.00
Arts and performance development activity arrangements are also available. Please contact the Theatre Team To Discuss agreements and availability	
Studio Technician (max 4 hr call)	£32.00
WORKSHOP HIRE - per day (Appropriate certification proof must be shown to use the workshop machinery) 9am to 5pm	£122.00
Theatre Tours (maximum 25 people per tour) - 1 hour tour	£85.00

**Notes:**

1. All new hirers must pay a non-refundable deposit of 20 % of the hire fee when booking
2. For all daytime studio and bar bookings please speak to the box office team on (01527) 65203
3. Additional tech staff show call rate, minimum 4Hrs call

### **Additional Charges to all performances**

PRS fees (percentage of Net box office takings), unless written notification is provided from PRS then this will be charged	3%
Credit Card Charges (percentage of Net box office takings)	3%
Customer booking fee at box office (max. of £4 for any one booking)	£1.00

**Additional charges applicable to all hirer performances**

Ex. Vat Price

Marketing <b>Bronze</b> Package ( <i>see App 5 Publicity &amp; Advertising form for hirers for further info</i> )	£132.61	£110.51
Marketing <b>Silver</b> Package ( <i>see App 5 Publicity &amp; Advertising form for hirers for further info</i> )	£344.79	£287.33
Marketing <b>Gold</b> Package ( <i>see App 5 Publicity &amp; Advertising form for hirers for further info</i> )	£424.36	£353.63
The Room Upstairs event Listing in the Theatre Brochure for the relevant season, Includes free web site entry on receipt of your marketing	£44.00	£36.67
1 month advert on the big screen in the town (subject to availability)	£220.00	£183.33
1000 post out mail shot	£510.00	
A0 display front of building per week (max 4 weeks), FCFS	£10.61	
Banner position front of building per week, FCFS	£15.91	
Local press advertisement charged at cost + administration fee at:	10%	
Sale of merchandise at Theatre premises. (Percentage taken is gross of merchandise takings)	15%	

**Additional Facilities / services available**

Bar Extension after performance	£58.00
Orchestra replacement. The company must provide at least two staff to aid refitting of the orchestra PIT after the final performance. If this does not happen, the charge here will be included in your Bill per pit section	£18.00
Additional cleaning fee where premises are not left in a clean and tidy state. per room	£24.00
Un-blocking of sinks or toilets (per toilet or sink)	£45.00
Items hired or purchased from a third party on your behalf	Cost + 10%
Portable Appliance Testing (PAT), per item	£4.63
Tea / coffee per head (unlimited drinks per person).	£1.90
Photo-copying and printing A4 black and white	£0.11
Photo-copying and printing A4 colour	£0.23

**Additional items available for Hire (please check with the Technical department for availability)**

<b>ITEM</b>	<b>DAY PRICE</b>	<b>ONE WEEK</b>
Star Cloth	£73	£213
Black Gauze	£37	£90
White Gauze	£37	£90
Tab Track	£35	£84
Red Tabs	£47	£143
Blue Tabs	£47	£143
Jem Techno Fog Machine	£15	£37
Under-stage Smoke System	£40	£108
Haze Machine	£15	£49
Baby Grand Piano tuning (additional tuning charge at cost)	£109	£320
Portable digital piano	£29	£85
Technics Key Board	£23	£66
Small 1600 to 2400 Lumin Video / Data Projector	£57	£165
Large video projector 5000 lumin + (main house only)	£125	£370
Laptop	£85	£247
Overhead projector (OHP)	£10	£26
Portable folding projector screen (approx 5 feet square)	£6	£19
Flip chart stand (Paper and pens are not provided)	£8	£23
White board	£12	£37
Lectern including microphones and lights	£50	£173
Radio Mics (Up to 4 handheld & 10 lapels)-per microphone- <i>See note 2</i>	£22	£64
Radio communications packs (up to 3 available) per pack:	£5	£10
Music Stands (each) *	£3	£10
Conductor music stand *	£5	£19
Metro deck staging sections (2 m x 1 m) inc 18" or 1.5m Legs and skirts if requested	£11	£23
1 Metre hand rail section for above Rostra (5 available) (each)	£6	£12
2 Metre hand rail section for above Rostra (3 available) (each)	£11	£23
Curtain Rail	£37	£106

*\* Free to use for Disc. Local Community & charity rate hirers*

**Consumables:**

Gaffa Tape	£8.00
LX tape	£1.50
PP3 Battery (each)	£3.00
AA battery (each)	£1.20

**Additional Staffing**

Additional technical staff per hour (minimum 4 hour call)	£22.00
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**Notes:**

1. Extra consumables for equipment can be supplied at cost plus 10% for administration costs. All equipment will be provided with one container.
2. Rechargeable AA batteries suitable for use on Palace Theatre radio microphones and chargers are provided with all Radio Microphones, users must put batteries on charge and return back to the dimmer room after use. Any missing will be charged for at cost + 10%
3. Proof of appropriate certification must be shown to use Workshop machinery.
4. No equipment must be altered or modified in anyway.
5. Any damages to Palace Theatre Property must be paid for and will be re charged to the company at the costs charges to the Palace Theatre including any carriage where necessary.