

THEATRE CHARGES 2020

Charges Effective from 1st January 2020 to 31st December 2020 and **include VAT**

Appendix 8

Main Theatre

Performance / conference including 1 Tech, F.O.H manager, and box office, Bar for 1 hour before the start of each performance, Full lighting and sound systems available. Please see current Tech Spec. MINIMUM OF 8.5 HOURS hire and 1 hour technician Break. Hire period starts min 1.5 hours before curtain up.	Per Hour	
Mon - Thurs	£150.00	
Fri - Sat	£169.00	
Sun & Bank Holidays	£198.00	Cost per week
Full week hire 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. 2 additional hours given to use free of charge. Must be requested at time of booking.	£110.80	£5,429.00
Min 4 hours - Tuesdays & Wednesdays: Local charity's, schools, Community groups & Air partnership only. Subject to negotiation and availability. 1 member of staff only. NOTE: The below ticket discount breaks do not apply to this discounted rate	Rehearsal	Public performance
	£89.00	£117.00
Rehearsals/Filming: Min 4 hours - Sundays with one technical staff member	£128.00	
Rehearsals/Filming: Min 4 hours - Monday to Thursdays with one technical staff member	£101.00	

Local charities and local groups receive the below discount:

Total Ticket sales	65% & below	66%	67%	68%	69%	70%	71%	72%	73%	74%	75%	76%	77%	78%	79%	80% & Above
Discount received	15%	14%	13%	12%	11%	10%	9%	8%	7%	6%	5%	4%	3%	2%	1%	0%

The discount will decrease by 1% once sales have reached 65% up to 80% when no discount in the hire fee will be applied. E.g.: 76% ticket sales means a 4% discount in the hire fee.

Palace Studio and Bar Lounge (room only, for additional facilities available see below)

Palace Studio (min 4 hours)	Per Hour
Space Hirer (studio includes use of the sound system)	£18.00
Studio Performance (Thurs., Frid. & Sat evenings 5:30pm to 10:30pm) Inc. brochure listing, use of sound and lighting systems.	£102.00
Additional performances.	£59.00
Studio Technician, Min 4 hour call - Per hour	£14.00
Theatre Tours (maximum 25 people per tour) - 1 hour tour	£95.00

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

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	4%	1 % non music
Credit Card Charges (percentage of Net box office takings)	4%	
Customer booking fee at box office per ticket	£1.00	
Over printing of posters (up to 40)	£40.00	

Additional charges applicable to all hirer performances

Ex.Vat Price

Marketing Bronze Package (<i>see App 5 Publicity & Advertising form for hirers for further info</i>)	£149.00	£124.17
Marketing Silver Package (<i>see App 5 Publicity & Advertising form for hirers for further info</i>)	£380.00	£316.67
Marketing Gold Package (<i>see App 5 Publicity & Advertising form for hirers for further info</i>)	£468.00	£390.00
The Room Upstairs event Listing in the Theatre Brochure for the relevant season, Includes free web site entry on receipt of your marketing	£49.00	£40.83
1 month advert on the big screen in the town (subject to availability)	£234.00	£195.00
Email Marketing to Palace Theatre complete customer email Database (circa +3000)	£32.00	£26.67
1000 post out mail shot	£562.00	
A0 display front of building per week (max 4 weeks), FCFS	£13.00	
Banner position front of building per week, FCFS	£18.00	
Local press advertisement charged at cost + administration fee at:	10%	
Sale of merchandise at Theatre premises. (Percentage taken is gross of merchandise takings)	25%	

Additional Facilities / services available

Bar Extension after performance	£65.00
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	£22.00
Additional cleaning fee where premises are not left in a clean and tidy state. per room	£27.00
Un-blocking of sinks or toilets (per toilet or sink)	£49.00
Items hired or purchased from a third party on your behalf	Cost + 10%
Portable Appliance Testing (PAT), per item	£7.00
Tea / coffee per head (unlimited drinks per person).	£3.00
Photo-copying and printing A4 black and white	£0.13
Photo-copying and printing A4 colour	£0.26

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

ITEM	Per Day	Per Week
Star Cloth	£81	£236
Black Gauze	£42	£100
White Gauze	£42	£100
Tab Track	£40	£97
Red Tabs	£53	£159
Blue Tabs	£53	£159
Jem Techno Fog Machine	£18	£48
Under-stage Smoke System	£45	£120
Haze Machine (maximum 3.8 litres provided, additional charged at cost +10%)	£18	£48
Baby Grand Piano tuning (additional tuning charge at cost)	£123	£350
Portable digital piano	£34	£95
Small 1600 to 2400 Lumen Video / Data Projector	£32	£91
Large video projector 5000 lumen + (main house only)	£138	£409
Laptop	£32	£91
Portable folding projector screen (approx. 5 feet square)	£8	£22
Lectern including microphones and lights	£56	£164
Radio Mics (Up to 4 handheld & 10 lapels)-per microphone- <i>See note 2</i>	£25	£71
Radio communications packs (up to 3 available) per pack:	£6	£14
Music Stands (each) *	£5	£11
Conductor music stand *	£6	£14
Metro deck staging sections (2 m x 1 m) Inc. 18" or 1.5m Legs and skirts if requested	£14	£27
1 Metre hand rail section for above Rostra Check for availability *	£8	£17
2 Metre hand rail section for above Rostra Check for availability *	£14	£32
Follow spots (excluding operator)	£32	£160

* 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

Min 4 hours - Additional staff member per hour	£25.00
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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.