

Main Theatre

2025

Performance / conference including 1 Tech, F.O.H manager, box office, Bar for 1 hour before the start of each performance, Full lighting and sound systems available. Please see current Tech Spec. MIN 8.5 HOURS hire and 1 hour technician Break. Hire period starts min 1.5 hours before curtain up.	Per Hour charges	Min 8.5 hour charge	Per Seat Charge Based on min hire
Mon - Wed	£192.00	£1,632.00	£3.89
Thu - Sat	£218.00	£1,853.00	£4.41
Sun & Bank Holidays	£255.00	£2,167.50	£5.16
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.	£139.10	Full Week Hire	
		£6,949.60	£2.76
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	
			£116.00
Rehearsals/Filming: Min 4 hours - Sundays with one technical staff member	£164.00		
Rehearsals/Filming: Min 4 hours - Monday to Thursdays with one technical staff member	£130.00		

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)	£24.00
Studio Performance (Thu. fri. & sat evenings 5:30pm to 10:30pm) Inc. brochure listing, use of sound and lighting systems.	£295.00
Additional performances within the same week only (Thurs., fri. & sat evenings 5:30pm to 10:30pm)	£75.00
Studio Technician, Min 4 hour call - Per hour	£20.00
Theatre Tours (maximum 25 people per tour) - 1 hour tour	£135.00

Per Seat Charge Based on min hire
£4.21

1. All new hirers must pay a non-refundable deposit of 20 % when booking accept the studio
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	4.2%	1 % non music
Credit Card Charges (percentage of Net box office takings)	4%	
Customer booking fee at box office per ticket	£1.50	
Gross take on Sale's of merchandise, Note: If the settlement is not made on the evening a contra charge of £150.00 will be made on settlement of the performance,	If Palace Sell	If company Sells
	25%	20%

Additional charges applicable to all hirer performances

Ex.Vat Price

Marketing Standard Package (<i>see App 5 Publicity & Advertising form for hirers for further info</i>)	£195.00	£162.50
Email Marketing to Palace Theatre complete customer email Database (up to +8000)	£85.00	£70.83
Additional Marketing activity as per App 5 Publicity & Advertising form for hirers + administration fee at:	10%	

Additional Facilities / services available

Bar Extension after performance	£86.00
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	£30.00
Additional cleaning fee where premises are not left in a clean and tidy state. per room	£35.00
Un-blocking of sinks or toilets (per toilet or sink)	£62.50
Fire Door miss use (blocking, wedging open etc.) Up to:	£1,000.00
Items hired or purchased from a third party on your behalf	Cost + 10%
Lighting design for week long running shows to include 8 hour lighting plot session on the Monday	£350.00
Portable Appliance Testing (PAT), per item	£5.50
Tea / coffee per head (unlimited drinks per person).	£4.50
Photo-copying and printing A4 black and white	£0.21
Photo-copying and printing A4 colour	£0.48

Consumables:

Gaffa Tape	£10.65
LX tape	£2.35
PP3 Battery (each)	£4.12
AA battery (each)	£1.53

Additional Staffing

Min 4 hours - Additional staff member per hour	£31.57
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Additional Items for hire

Note all items only for hire inside the building, subject to availability and to be used by competent personnel and with Palace Theatre technical Staff. Please check for most recent prices	Per Day	Per Week
Star Cloth	£102	£288
Black Gauze	£53	£128
White Gauze	£53	£128
Tab Track	£52	£124
Red Tabs	£68	£202
Blue Tabs	£68	£202
Smoke Machine	£24	£61
Haze Machine	£24	£62
Baby Grand Piano tuning (additional tuning charge at cost)	£157	£464
Portable digital piano	£44	£118
Small 1600 to 2400 Lumen Video / Data Projector (studio)	£40	£115
Large video Laser Projector - 8000 ANSI Lumens, 4k HDR complete with all rigging and wide angle Lense to fill the Cyc, Direct HDMI input SL	£150	£900
MAC computer with Q-Lab	£54	£161
Portable folding projector screen (approx. 5 feet square)	£11	£28
Lectern including microphones and lights	£71	£210
Radio Mics (Up to 4 handheld & 10 lapels)-per microphone- <i>See note 2</i>	£28	£69
Radio communications packs (up to 3 available) per pack:	£8	£19
Music Stands (each) *	£7	£14
Conductor music stand *	£8	£19
Metro deck staging sections (2 m x 1 m) Inc. 18" or 1.5m Legs and skirts if requested	£19	£34
1 Metre hand rail section for above Rostra Check for availability *	£11	£22
2 Metre hand rail section for above Rostra Check for availability *	£19	£40
Follow spots (excluding operator)	£40	£204

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

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. No equipment must be altered or modified in anyway.
4. 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.
5. No equipment is for use or to be hired outside of the Palace Theatre, any removal of Palace property will be reported as theft to the Police