

## 2017 -2018 Hire Charges

ROOM HIRE		
Room	9am – 5pm	After 5pm & Sundays
Art Room	£10.50 p/h	£15.50 p/h
Dance Studio	£12.50 p/h	£17.50 p/h
Monroe's Bar	£12.50 p/h	£17.50 p/h
Monroe's Bar Parties	FREE*	FREE*
Monroe's Performances	Negotiable	Negotiable
Conference Room	£13.00 p/h	£18.00 p/h
THEATRE HIRE		
USE	Community	Commercial
Per Performance	£210.00	£420.00
Theatre Use with Stage Lights & Sound	£52.00 p/h	£85.00 p/h
Theatre Use with Working Lights Only	£37.00 p/h	£57.00 p/h
Medal Tests Hire Per Hour	£47.00p/h	
Use Of Stage Only (Small Dance Rehearsals)	£22.50 p/h	
Dance Festival (Per Day)	£250.00	

### Pricing Terms & Conditions

1. A minimum 4-hour charge will be made for every day the theatre is contracted.
2. Small individual rehearsals on stage will be only exception to 1.
3. Small individual rehearsals on stage bookings will be subject to cancellation in the event of commercial booking.
4. All theatre hires for publicly available shows will be in the season brochure and will be charged as per below
5. Party bookings for Monroe's Bar are subject to a minimum spend of £500 or the cost of bar staff is recharged.
6. A 25% deposit is required for all theatre bookings. Regular community hirers will be charged this on a rolling basis.
7. Bank Holidays will be subject to a 50% surcharge
8. Additional charges may be incurred if venue is not left as found or house rules are broken.
9. PRS Charges (if applicable) will be added at the rate charged to venue by the Performing Rights Society.

<b>Ancillary Charges</b>		
<b>Box Office &amp; Front of House Services</b>		
Box Office Service Commission	Inclusive of all sales processed	5% of gross takings
Ticket Printing	Per Ticket	£0.10
Stewarding	Per Perf. Community Users Only	£30.00
Security/Doormen	Per Hour Per Person	£15.50
<b>Technical*</b>		
Senior Technician	Per Hour	£20.00
Senior Lighting Technician	Per Hour	£16.50
Technician	Per Hour	£14.00
<b>Housekeeping</b>		
Additional Cleaning*	Per Hour	£14.00
<b>Marketing Support</b>		
Brochure Entry	Full Page	£200.00
Brochure Entry	½ Page	£110.00
Brochure Entry	1/3 Page	£80.00
Brochure Entry	¼ Page	£55.00
Bespoke Eflyer	Sent to database of bookers	£10.00
Postcard Mailout	Per Item/Address	£0.55
Facebook Event Creation		FREE
Facebook Boosted Post/Advert		At Cost
Corner Banner Site		UNDER REVIEW
<b>Equipment</b>		
Small Screen Hire	Per Day	£10.00
Small Projector Hire	Per Day	£10.00
Large Screen Hire	Per Day	At cost
Flip Chart & Markers	Per Day	£10.00
<b>Catering</b>		
Tea & Coffee Making Facilities are available for all users of the theatre in the Green Room		
For all other requirements please enquire with the Bar & Hospitality Lead or Manager		
<b>Photocopying</b>		
B&W	Per Sheet	£0.10
Colour	Per Sheet	£0.50

### **Ancillary Pricing Terms & Conditions**

1. Choice of technician must be made in conjunction with the Carnegie and is dependent on usage and complexity of specification. Additional equipment may be subject to charge.
2. General Cleaning is included in the hire however additional charges may apply if the venue is left unreasonably dirty or is in disarray.
3. Other marketing services are available and bespoke plans can be agreed.
4. All ancillary charges are subject to VAT @ 20%