

## 2021/22 Hire Charges

Room and Theatre Charges		
ROOM HIRE		
Room	OFF PEAK	PEAK
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	£10.00 p./h	£13.00 p/h
THEATRE HIRE		
USE	Community	Commercial
Per Performance	£260.00	£420.00
Theatre Use with Stage Lights & Sound	£57.00 p/h	£85.00 p/h
Theatre Use with Working Lights Only	£42.00 p/h	£57.00 p/h
Medal Tests Hire Per Hour	£55.00 p/h	
Use of Stage Only (Small Dance Rehearsals)	£25.00p/h	
Dance Festival (Per Day)	£280.00	

### Pricing Terms & Conditions

1. A reduced rate of performance hire will apply to Schools where the performance is not a full-scale musical / pantomime or similar. The decision on the application of the reduced rate of hire is the decision of the Administration Manager and must be agreed at the point of contract. The reduced rate will be £230 per Performance.
2. A minimum 4-hour charge will be made for every day the theatre is contracted.
3. A maximum theatre charge for set/up rehearsal (not performance) of £500 between 9:00am and 9:00pm, hours outside this will be charged as normal
4. Small individual rehearsals on stage will be only exception to point 2.
5. Small individual rehearsals on stage bookings will be subject to cancellation in the event of commercial booking.
6. All theatre hires for publically available shows will be in the season brochure and will be charged as per below (Minimum charge of £90 per show for 1/3 Page)
7. Party bookings for Monroe's Bar are subject to a minimum spend of £500 or the cost of bar staff is recharged.
8. A 25% deposit is required for all theatre bookings. Regular community hirers will be charged this on a rolling basis.
9. Bank Holidays will be subject to a 50% surcharge
10. Additional charges may be incurred if venue is not left as found or house rules are broken.

11. The stage apron above the orchestra pit and theatre seating are considered integral parts of the theatre, whilst they are removal able if they are not required then removal and replacement will be undertaken by the Carnegie and charged at cost+15%.
12. PRS Charges (if applicable) will be added at the rate charged to venue by the Performing Rights Society.
13. At the discretion of the Administration Manager, discounts on room hire rates only of up to 25% may be given to regular hirers who sign a hire contract for a 12-month period with at least 1 hour per week usage.

<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	£230.00
Brochure Entry	½ Page	£120.00
Brochure Entry	1/3 Page	£90.00
Brochure Entry	¼ Page	£60.00
Bespoke Eflyer	Sent to database of bookers	£10.00
Postcard Mailout	Per Item/Address	£0.55 plus design costs
Facebook Event Creation		FREE
Facebook Boosted Post/Advert		Our Costs + 15%
Interior Barrier Advertising	Per banner	By Negotiation
Exterior Banners	Per banner	By Negotiation
<b>Equipment</b>		
Small Screen Hire	Per Day	£10.00
Small Projector Hire	Per Day	£10.00
Large Screen Hire (theatre)	Per Day	£50.00
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 Administration Manager. All catering within the building will be provided by the Trust's catering partner		
<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%
5. Any Damage is charged at costs of repair/replacement + 15%
6. All Catering requirements will be provided by Café Carnegie.