

Due to the increases in cost of living and ongoing energy crisis, the trust reserve the right to adjust these prices mid year if the current rates are deemed unsustainable and begin to impact the charity.

Room and Theatre Charges			
ROOM NAME	CAPACITY	9am-5pm Price	5pm-9am Price
Studio 2	30	£16.00 per hour	£18.00 per hour
Studio 1	200	£18.00 per hour	£20.00 per hour
Theatre Bar	200	£20.00 per hour	£30.00 per hour
Performances in the Bar (Using Carnegie Sound System)	200	Price Based on Requirements	Price Based on Requirements
Performance in the Bar (Using your own sound equipment – must be PAT tested and have Public Liability Insurance).	200	£30.00 per hour	£30.00 per hour
Hot Desk Space	1	£12.00 per hour	£12.00 per hour
Conference Room	12	£15.00 per hour	£20.00 per hour
Theatre Stage for Small Individual Rehearsals	6	£30.00 per hour	£40.00 per hour

#### Room Hire Terms & Conditions

1. Booking will be confirmed subject to the return of the signed contract, bank details form, applicable risk assessments, health and safety policy, insurance policy and any additional documentation required by the Trust.
2. The venue MUST be left in the same condition found otherwise additional housekeeping charges may be incurred.
3. Costs are for room use only. If you require extra set up with Carnegie Staff help then this can be arranged but may incur extra cost.
4. Small individual rehearsals on stage bookings will be subject to cancellation in the event of commercial booking.
5. 25% deposit is required for all private function hires (inclusive of buffet cost if applicable).
6. Bank Holidays are observed and events cannot be booked for these unless prior agreement made with the Trust, in writing, and may be subject to a 50% surcharge.
7. Additional charges may be incurred if venue is not left as found or house rules are broken.
8. PRS Charges (if applicable) will be added at the rate charged to venue by the Performing Rights Society.

<b>Equipment</b>		
Projector, Screen & Clicker Hire	Per Session	£25
Flip Chart & Markers	Per Session	£12.50
<b>Security</b>		
Security/Doormen	Per Hour Per Person	£20
<b>Box Office/Staff Resource</b>		
Staff hire	Per Hour Per Person	
Box Office Service Commission	Inclusive of all sales processed	6% of gross takings
Ticket Printing	Per Ticket	£0.10
<b>Technical Support</b>		
Senior Technician	Per Hour Per Person	£25.00
PA Hire	Per Session	Quoted based on your requirements.
<b>Housekeeping</b>		
Additional Cleaning*	Per Hour	£16.00
<b>Photocopying/Printing</b>		
Photocopying B&W	Per Sheet	£0.10
Photocopying Colour	Per Sheet	£0.50
<b>Catering</b>		
All catering <u>MUST</u> be provided in-house. Please ask for a Quote based on your requirements.		

#### Ancillary Pricing Terms & Conditions

1. Additional equipment use is subject to an additional charge.
2. General Cleaning is included in the hire, however, additional cleaning charges may apply if the venue is not left in original condition, overly dirty and in disarray.
3. All ancillary charges are subject to 20% VAT.
4. Any damage is charged at costs of repair/replacement + 15%
5. All Catering requirements within the Carnegie Theatre & Arts Centre will be provided by Café Carnegie.