

EQUIPMENT HIRE CHARGES

Scale of Charges from 1 April 2017

Prices Inc VAT

Technical

Portable staging 8' x 4' (per unit)	£7.60
Tiered Staging (per unit)	£55.00
PA System In house or portable (includes 1 land line microphone)	£24.00
PA System In house or portable with radio microphone	£35.00
Additional radio or landline microphone	£11.00
Overhead Projector	£17.00
Laptop	£26.00
Multimedia Projector & 6ft or 10ft screen	£60.00
Multimedia Projector+ 6ft or 10ft screen + laptop	£75.00
Slide Projector	£19.00
Screens - 6ft	£18.00
10ft	£55.00
8ft rear projection	£47.00
Lectern (floor or table)	£7.50
Flipchart & Pad	£7.50
Stage Lighting	£34.00
Lighting / Sound System – conditional hire	£160.00
Technician - per hour	£25.00
Piano (tuned 4 times per year - any additional tuning required will be recharged)	
- Upright	£18.00
Grand Piano	£260.00
Seating over 200	£38.00
Seating over 300	£55.00
Seating over 400	£109.00
Tiered seating	£109.00
Round Tables	£49.00
Carpet for staging/catwalk	£18.00

Box Office

Ticket Printing	£54.00
-----------------	--------

Brochure Insert:

Full page	£900
2/3 page	£600
½ page	£450
1/3 page	£300
¼ page	£228
1/6 page	£150
1/8 page	£120

Credit / debit card recharges - tbc

Commission on Box Office ticket sales 5% + vat

Performing Right Society charges - 3% popular concerts, 4.8% classical of ticket sales + vat



Bar & Catering

Late Bar Extension	£26.00
Corkage per 75cl bottle (includes use of glasses)	£9.00
Soft Drinks Surcharge	£100.00
Cups and Saucers	
up to 50	£12.00
51 – 100	£18.00
101 – 150	£27.00
151 – 300	£34.00
Tea or Coffee - per cup	£1.40
Tea or Coffee – per mug	£1.60
Tea or Coffee with biscuits - per cup	£1.70
Tea or Coffee with biscuits – per mug	£2.00
Refundable deposit (or 10% of hire fee)	£120.00

Staffing Charges

Duty Manager: (£15.83 per hour + vat)	£19.00
Security Staff: (£15.83 per hour + vat)	£19.00
Caretaker: (£15.83 per hour + vat)	£19.00
Front of House Staff: (£11.67 per hour + vat)	£14.00
Technicians: (£20.83 per hour + vat)	£25.00

20% Block booking discount applies for 10 or more bookings per annum

(The above prices are inclusive of Vat at the current rate unless stated)

