

## EQUIPMENT HIRE CHARGES

### Scale of Charges from 1 April 2018

Prices Inc VAT

#### Technical

Portable staging 8' x 4' (per unit)	£8.40
Tiered Staging (per unit)	£58.00
PA System In house or portable (includes 1 land line microphone)	£26.00
PA System In house or portable with radio microphone	£37.00
Additional radio or landline microphone	£12.50
Overhead Projector	£19.00
Laptop	£28.00
Multimedia Projector & 6ft or 10ft screen	£63.00
Multimedia Projector+ 6ft or 10ft screen + laptop	£78.00
Slide Projector	£21.00
Screens - 6ft	£20.00
10ft	£58.00
8ft rear projection	£50.00
Lectern (floor or table)	£8.50
Flipchart & Pad	£8.50
Stage Lighting	£37.00
Lighting / Sound System – conditional hire	£160.00
Technician - per hour	£26.00
Piano (tuned 4 times per year - any additional tuning required will be recharged)	
- Upright	£20.00
Grand Piano	£260.00
Seating over 200	£40.00
Seating over 300	£58.00
Seating over 400	£112.00
Tiered seating	£112.00
Round Tables	£51.00

#### Box Office

Ticket Printing	£56.00
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#### 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	£27.00
Corkage per 75cl bottle (includes use of glasses)	£9.00
Soft Drinks Surcharge	£100.00
Cups and Saucers up to 50	£14.00
51 – 100	£20.00
101 – 150	£29.00
151 – 300	£36.00
Tea or Coffee - per cup	£1.55
Tea or Coffee – per mug	£1.75
Tea or Coffee with biscuits - per cup	£1.85
Tea or Coffee with biscuits – per mug	£2.15
Refundable deposit (or 10% of hire fee)	£120.00

### **Staffing Charges**

Duty Manager: (£16.67 per hour + vat)	£20.00
Security Staff: (£16.67 per hour + vat)	£20.00
Caretaker: (£16.67 per hour + vat)	£20.00
Front of House Staff: (£12.50 per hour + vat)	£15.00
Technicians: (£21.67 per hour + vat)	£26.00

### **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)

