

EQUIPMENT HIRE CHARGES

Scale of Charges from 1 April 2020

Prices Inc VAT

Technical

Portable staging 8' x 4' (per unit)	£8.70
Tiered Staging (per unit)	£60.00
PA System In house or portable (includes 1 land line microphone)	£27.00
PA System In house or portable with radio microphone	£38.00
Additional radio or landline microphone	£13.00
Overhead Projector	£19.50
Laptop	£29.00
Multimedia Projector & 6ft or 10ft screen	£65.00
Multimedia Projector+ 6ft or 10ft screen + laptop	£80.00
Slide Projector	£21.50
Screens - 6ft	£20.50
10ft	£59.50
8ft rear projection	£51.50
Lectern (floor or table)	£8.75
Flipchart & Pad	£8.75
Stage Lighting	£38.00
Lighting / Sound System – conditional hire	£160.00
Technician - per hour	£26.50
Piano (Any tuning required will be recharged to hirer) - Upright	£20.50
Seating over 200	£41.00
Seating over 300	£59.00
Seating over 400	£115.00
Tiered seating	£115.00
Round Tables	£52.00

Box Office

Ticket Printing	£57.50
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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	£27.50
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Corkage per 75cl bottle (includes use of glasses)	£9.00
Soft Drinks Surcharge	£100.00
Cups and Saucers up to 50	£14.50
51 – 100	£20.50
101 – 150	£29.50
151 – 300	£37.00
Tea or Coffee - per cup	£1.60
Tea or Coffee – per mug	£1.80
Tea or Coffee with biscuits - per cup	£1.90
Tea or Coffee with biscuits – per mug	£2.20
Refundable deposit (or 10% of hire fee)	£120.00

Staffing Charges

Duty Manager: (£16.67 per hour + vat)	£20.50
Security Staff: (£16.67 per hour + vat)	£20.50
Caretaker: (£16.67 per hour + vat)	£20.50
Front of House Staff: (£12.50 per hour + vat)	£15.50
Technicians: (£21.67 per hour + vat)	£26.50

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)

