
COSTS & INCLUSIONS OF HIRE

1. We charge for hiring the parts of the theatre in accordance with the information set out below. Hire of any room(s) is charged for the entire booking period i.e. inclusive of 'set up' and 'get out' times. The hire of the theatre is split into packages so that there is one price to you. Please note that all prices are inclusive of VAT and custom packages are available on application.
2. Before you submit Hire agreement form you should request confirmation from the Theatre of the Hire Charges payable for your proposed hiring and how long those Hire Charges remain valid.
3. Payment of the Hire Charges as notified to you by the Theatre will be in accordance with one of the following options:

OPTION 1 - Non-Refundable Deposit of 40% of the total amount of the Hire Charges and £100.00 Damage deposit are payable on receivership of the **Hirer Agreement Form** and the balance is due twenty one (21) days prior to the commencement of the Hire Period.

OPTION 2 – Non-Refundable Deposit of 40% of the total amount of the Hire Charges and £100.00 Damage deposit are payable on receivership of the **Hirer Agreement Form** and the balance will be deducted from the ticket sales after the event or if the ticket sales do not cover these costs an invoice is then raised for the amount due for hire less the ticket sales taken.

4. We accept payment via cash, cheques (made payable to "Weston Town Council") or card payment at the theatre (Please note there is a transaction charge for card payments). The £100 deposit check will be cashed and then re-issued to you after the event less any reasonable change for damage.

Please note that as from 01st April 2017 the theatre's packages are changing and so please ensure that you fully read what is included in the prices quoted. Please note that there is a price increase that is applicable for all events held on or after 01st April no matter when the date has been booked.

The biggest change is that the theatre no longer takes a 10% box office fee at the end of the booking as this will now be a flat rate, that is included in the packages below.

The theatre reserves the right to review and/or increase Hire Charges for Confirmed Bookings at any time before the Hire Period begins. We will send you notice in writing if we need to do this.

ROOM HIRE

All of our Room hire only bookings will be staffed by one member of the theatre staff and have access to all toilet facilities as standard.

Main House - The main house stage is located on the ground floor and has level access to be able to hire as a rehearsal space. This is an empty space with basic flood lighting available and does not have the facility for tables or chairs but makes a fantastic black box for classes or as a rehearsal space. The maximum capacity for the stage use is 40 people dependant on the activity.

The Main house stage can be hired in either 4 or 8 hour sessions. Please note that this does not include access to the theatres technical equipment or dressing rooms.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17MH4	Main House	4 hours	£280.00	£336.00
AP17MH8	Main House	8 hours	£440.00	£528.00

Studio Spaces - Our new studio spaces are located on the first floor. There are two studios available to hire or one large studio theatre space. These are light airy rooms with a multi-purpose floor and have access to chairs for inclusive use and can be used for rehearsals, classes, meetings or training sessions.

Studio 1 - maximum capacity of 60 people (dependant on activity)

Studio 2 - maximum capacity of 40 people (dependant on activity)

Studio Theatre - maximum capacity of 100 people (dependant on activity)

Please note that studio 2 and the Studio Theatre has access to a small stage that can be utilised during a room hire only, however access to any theatre equipment is not included. The studios can be hired in either 4 or 8 hour sessions.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17ST4	Studio Theatre	4 hours	£176.00	£211.20
AP17ST8	Studio Theatre	8 hours	£340.00	£408.00
AP17S14	Studio 1	4 hours	£96.00	£115.20
AP17S18	Studio 1	8 hours	£176.00	£211.20
AP17S24	Studio 2	4 hours	£76.00	£91.20
AP17S28	Studio 2	8 hours	£156.00	£187.20

Theatre Bar - Our theatre bar is located on the ground floor of the theatre. It is a light and airy carpeted room with tables and chairs available to use. This space is ideal for meetings or training purposes. There is also access to a small outside courtyard. The theatre bar can be opened and inclusive in the cost of a room hire only booking upon request only.

The theatre bar can be hired in 2, 4 or 8 hour sessions. Please note that this does not include access to any equipment or refreshments but these can be added at an additional cost upon request.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17TBMD	Theatre Bar (9am - 5pm)	2 hours	£50.00	£60.00
AP17TBME	Theatre Bar (6pm - 10pm)	2 hours	£64.00	£76.80
AP17TB4	Theatre Bar	4 hours	£140.00	£168.00
AP17TB8	Theatre Bar	8 hours	£208.00	£249.60

PERFORMANCE PACKAGES

All of our performance package bookings include box office, front of house staff, technician assistance a duty manager and bar staff.

Main House - The main house packages include our 207 numbered and fixed raked seat auditorium, full use of the theatre stage and technical equipment, access to the backstage area, two backstage dressing rooms (ground & first floor with a maximum of 25 persons per dressing room), stage left & right Juliette balconies, green room and backstage toilets for the duration of the hire. Also included is the technical assistance from the theatre technician.

During a performance or event the front of house, box office and theatre bar will be open one hour before the stated start time of the event. The Main house auditorium will open 30 minutes before the stated start time. The theatre bar will also be open for a 20 minute interval during the event and then close after this.

Full box office facilities are also included in the package price with all tickets being sold through the theatre box office during standard opening times and online. Performing Rights Society fee is set at a basic fee for all hirers and a PRS form must be given to the theatre for all performances that include music, unless a licenced show.

All publicity for your event must be supplied by the hirer although free entry into the theatre's what's on guide and online presence will be supplied, dependant on deadlines being met.

Please note that all main house bookings will take precedence over bookings in other areas of the theatre.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17MHBS	Main House Basic Show (1 x Performance)	5pm - 11pm (Show at 7.30pm - 10pm)	£660.00	£792.00
AP17MHRS	Main House Rehearsal Show (1 x Performance)	2pm - 11pm (Show at 7.30pm - 10pm)	£820.00	£984.00
AP17MHFD	Main House Full Day (2 x Performances)	9am -11pm (Shows at 2.30pm - 5pm & 7.30pm - 10pm)	£1,119.20	£1,343.04
AP17MHFW	Main House Full Week (4 x performances)	Tues- Sat (Shows at 7.30pm - 10pm on Thursday - Saturday and Saturday matinee at 2.30pm - 5pm)	£3,480.00	£4,176.00
AP17MHSS	Main House Split Shows (2 x Performances)	2pm - 10pm & 6pm - 11pm (Shows at 7.30pm - 10pm)	£1,560.00	£1,872.00

(AVAILABLE SOON) Studio Theatre - The studio theatre packages include seating up to 100 audience members (dependant on the layout of the seating), full use of the studio theatre stage and technical equipment, access to the backstage area, one backstage dressing rooms (first floor, maximum of 25 persons), green room and backstage toilets for the duration of the hire. However, please check when hiring as Main House performances will take priority backstage with use of the backstage facilities over a studio theatre booking. Also included is the technical assistance from the theatre technician.

During a performance or event the front of house, box office and theatre bar will be open one hour before the stated start time of the event. The studio theatre will open 30 minutes before the stated start time. The theatre bar will also be open for a 20 minute interval during the event and then close after this.

Full box office facilities are also included in the package price with all tickets being sold through the theatre box office during standard opening times and online. Performing Rights Society fee is set at a basic fee for all hirers and a PRS form must be given to the theatre for all performances that include music, unless a licenced show.

All publicity for your event must be supplied by the hirer although free entry into the theatre's what's on guide and online presence will be supplied, dependant on deadlines being met. Please note that all main house bookings will take precedence over bookings in other areas of the theatre.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17STBS	Studio Theatre Basic Show (1 x Performance)	5pm - 11pm (Show at 7.30pm - 10pm)	£456.00	£547.20
AP17STRS	Studio Theatre Rehearsal Show (1 x Performance)	2pm - 11pm (Show at 7.30pm - 10pm)	£620.00	£744.00
AP17STFD	Studio Theatre Full Day (2 x Performances)	9am - 11pm (Shows at 2.30pm - 5pm & 7.30pm - 10pm)	£996.00	£1,195.20
AP17STFW	Studio Theatre Full Week (4 x performances)	Tues- Sat (Shows at 7.30pm - 10pm on Thursday - Saturday and Saturday matinee at 2.30pm - 5pm)	£2,580.00	£3,096.00
AP17STSS	Studio Theatre Split Shows (2 x Performances)	2pm - 10pm & 6pm - 11pm (Shows at 7.30pm - 10pm)	£1,360.00	£1,632.00

(AVAILABLE FROM OCT 2017) Theatre Bar - The theatre bar packages include seating for 50 audience members, full use of the theatre bar. Also included is the technical assistance from the theatre technician.

During a performance or event the front of house, box office and theatre bar will be open 30 minutes before the stated start time. The theatre bar will also be open for a 20 minute interval during the event and then close after this. Performing Rights Society fee is set at a basic fee for all hirers and a PRS form must be given to the theatre for all performances that include music, unless a licenced show.

Full box office facilities are also included in the package price with all tickets being sold through the theatre box office during standard opening times and online.

All publicity for your event must be supplied by the hirer although free entry into the theatre's what's on guide and online presence will be supplied, dependant on deadlines being met.

Please note that all main house bookings will take precedence over bookings in other areas of the theatre.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17TBBS	Theatre Bar Basic Show (1 x Performance)	5pm - 11pm (Show at 7.30pm - 10pm)	£370.00	£451.00
AP17TBRS	Theatre Bar Rehearsal Show (1 x Performance)	2pm - 11pm (Show at 7.30pm - 10pm)	£438.00	£525.60
AP17TBFD	Theatre Bar Full Day (2 x Performances)	9am - 11pm (Shows at 2.30pm - 5pm & 7.30pm - 10pm)	£728.00	£873.60

OPTIONAL EXTRAS

Extra Dressing Rooms - If you have a large company or need to split your company for child protection reasons, the theatre has two extra large dressing rooms for hire. With access to backstage both of these extra dressing rooms are located on the first floor. The two dressing rooms are our Studio 1 & Studio 2 spaces and so please check that these are available at the time of hiring. Studio 1 is a maximum of 30 persons and Studio 2 is a maximum of 25 persons.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17S14DR	Studio 1	4 hours	£76.00	£91.20
AP17S24DR	Studio 2	4 hours	£64.00	£76.80
AP17S18DR	Studio 1	8 hours	£140.00	£168.00
AP17S28DR	Studio 2	8 hours	£132.00	£158.40

Extra facilities - If you would like to add extra facilities and equipment to what is stated in your package or hire fee the theatre has the following available to hire at an additional fee.

BOOKING CODE	FACILITY	TIME	Minus VAT	Inclusive of VAT
AP17STAG	Pre-Set Staging (Chairs & Tables & Lectern)	Set	£30.00	£36.00
AP17TV	Theatre Bar TV Use	Set	£10.00	£12.00
AP17PROJ	Projector Hire	Set	£30.00	£36.00
AP17FS	Followspot Hire (Inc. Operating Technician)	4 hours	£128.00	£153.60
AP17TECH	Additional Operating Technician	1 hour	£25.00	£30.00
AP17GO	Late Vacation of Premises (Every 15 mins past stated vacated time)	15 mins	£16.00	£19.20

External Venue Box Office Service - We are now able to offer a box office service for external venues. This will include selling your tickets through our box office during our daily opening hours and can also be sold online. The box office service includes producing all paper tickets for your event, but does not include an on the door service however all paperwork would be supplied for this to be available.

Quotations for this are available upon request for the theatre and are dependant on the amount of tickets required.

The theatre can also provide custom packages to suit your requirements. Please contact the theatre for a quotation.