

Appendix 7B: Proposed Fees and Charges	2016/17	2016/17
Theatre Hire 1st Sept 2016-31st August 2017*	Standard	Concessionary
*Where an organisation is VAT registered these charges (Exc annexe) are exclusive of VAT and VAT will be added to charge		
Performances**		
Off Peak Weekday Performance Evenings (6pm -10.30pm Mon-Fri (2 crew, 1 duty Manager, 1 box office)	£655	£460
On Peak Weekend Performance Evenings Where % occupancy exceeds 70% (6pm -10.30pm Sat - Sun (2 crew, 1 duty Manager, 1 box office)	£655	£460
On Peak Weekend Performance Evenings Where % occupancy is less than 70% (6pm -10.30pm Sat - Sun (2 crew, 1 duty Manager, 1 box office)	£705	£520
Matinee Performances Underplaying an Evening (2 crew, 1 duty Manager, 1 box office)	£510	£400
* Please note that a 10% reduction for hiring the theatre all week is no longer applicable.		
Pre Production		
Pre- production Technical Meetings To discuss all technical elements of production	FOC	FOC
Saturday / Sunday Get In and Rehearsal First eight hours - Price Per Hour	£53.00	£53.00
Saturday/Sunday Get In and Rehearsal Hour and part hour after the first eight hours - Price Per Hour	£75.00	£75.00
Weekday Get In and Rehearsal First Eight Hours- Price Per Hour	£48.00	£48.00
Weekday Get In and Rehearsal Hour and part hour after the first eight hours - Price Per Hour	£70.00	£70.00
Rehearsal Evenings 6pm-10pm (2 crew only)	£341.00	£341.00
Blank Night Retainer When theatre is un-operational due to hirer occupancy	£200.00	£200.00
Additional Staffing		
Follow Spot Operator / Additional Stage Hand Price per hour	£12	£12
Additional Specialist Technician / Staff Member Sound Operator/ AV tech (Subject to availability) price per hour	£20.50	£20.50
Theatre staff as Specialist Speakers	£45.00	£45.00

Price per hour		
Additional Rooms / Equipment		
The Lister Hall	£16	£16
Subject to availability price per hour or part of		
The Blue Room	FOC	FOC
Subject to availability FOC as an additional dressing room		
The Orchestra Pit	£52	£52
Includes music stands and labour charges in set up		
Projector Hire (Single Performance)	£53.00	£53.00
Includes rigging and de-rigging		
Projector Hire (Week long run of performances)	£96.00	£96.00
Includes rigging and de-rigging		
Yamaha Baby Grand Concert Piano	£50	£50
Tuning at cost +20%		
Hire of Followspot		
Mirror Ball	£19.80	£19.80
Includes rigging and de-rigging		
UV Lamps	£18.20	£18.20
Per week		
Strobe Lamps Per week	£18.20	£18.20
Per week		
Hire of Intelligent Lighting system	£75/£300	£75/£300
x 4 intelligent lights per day/ per week (subject to availability)		
Drape Hire	£44.20	£44.20
When not as part of standard set up		
Repair of Drapes	cost +25%	cost +25%
When repairable		
Replacement of Drapes	cost +25%	cost +25%
When irreparable		
Star Cloth	£16.50 /£50	£16.50/£50
Per day/per week		
Smoke Machine	£17/£53	£17/£53
Per day/per week		
Smoke fluid		
Consumption monitored		
Haze Fluid	Cost+ 20%	Cost +20%
Consumption monitored		
Haze Machine	£20/£58	£17/£53
Per day/per week		
Radio Mic	£19.10	£19.10
Per session /per mic		
Pyrotechnic Detonation System	£37.00	£37.00
Per day/per week		

Gaffer Tape	£6.78	£6.78
Per roll		
PAT test	£4.60	£4.60
Per electrical item brought on site without current test		
Box Office / Ticketing Services		
Credit Card Fees	£1.00	£1.00
Charged to customer at point of purchase per transaction		
Debit Card Fees	FOC	FOC
Charged to customer at point of purchase per transaction		
Postage	£0.75	£0.75
Per ten tickets or less		
Other Hires - non performance		
Annexe Lister Hall	£16	negotiable
Price per hour		
Annexe Lister Hall	£53	negotiable
Per 4 hour Session		
Annexe Blue Room	£12	negotiable
Price per hour		
Annexe Blue Room	£19	negotiable
Per 2 hour Session		
Non Performance Theatre Hire	£220	£220
3 Hour session Monday - Friday 9-5pm		
Miscellaneous		
Ticket printing	£0.28	£0.28
For non-performance events only		
Newspaper Adverts	cost + 20%	cost +20%
For local press only		
School Theatre Tours	£78	£52
Subject to availability		
Commissions		
Ticket Sales	10%	6%
Commission on all tickets sold.		
Programme Sales	FOC	FOC
Companies to provide own floats		
Merchandise	15% of sales	15% of sales
Companies to provide own floats		

Deposits / Cancellations		
Deposit for Hirers	20%	20%
Payable on confirmation of dates		
Cancellation Fee within a month	80%	80%
Of core charges		
Cancellation Fee within a week	100%	100%
Of core charges		
** All professional contracts will be negotiated outside these charges		