

**The Broadway Theatre**

**HIRE RATES**  
**2011**

**BROADWAY**

**THEATRE & STUDIO**

Rushey Green, Catford SE6 4RU Tel: 020 8690 0002

[www.broadwaytheatre.org.uk](http://www.broadwaytheatre.org.uk)

# The Broadway Theatre

The Main Theatre can provide facilities and services for various types of events from staged to conventions. The maximum seating capacity is 800 and the maximum number of performers is 204.

Hire time must include enough time for setting up lighting rigs, get-ins, rehearsals and suitable breaks for technical/FOH staff. Performances must be finished by 11pm at the latest and the hire time must include at least 20 minutes after the building is vacated by audience/performers to allow it to be locked and secured.

A deposit to secure the booking will be required.

Tickets must not be advertised for sale until a formal Contract of Hire has been signed.

## Standard Rental Charges:

**£290.00 per hour (plus VAT = £348.00)**

includes

- 2 stage staff (inc. a Technical Manager) - to operate sound/lights/stage etc.
- Front of House staff including Duty Manager and stewards.
- 2 fully licensed bars.
- Full Box Office facilities (commission charged)

## Additional charges

Additional hours - per hour	£300.00 plus VAT (£360.00)
Facility fee for video recording	£250.00 plus VAT (£300.00)
Sound engineer (for complex sound requirements)	£275.00 plus VAT (£330.00)
Additional crew - per hour	£13.00 plus VAT (£15.60)
Security staff - per hour	£15.00 plus VAT (£18.00)

## Box Office fees:

A charge of 10% is made for tickets sold through the Theatre Box Office.

## Rehearsal fees:

A charge of £75 per hour with a minimum of four hour rehearsal time. Please note rehearsal hire is for space alone and not any technical equipment.



# The Broadway Studio Theatre

The Studio Theatre has maximum seating capacity of 90 and the maximum number of performers is 48. Single night hires will generally not be considered.

Hire time must include enough time for setting up lighting rigs, get-ins, rehearsals and suitable breaks for technical/FOH staff. Performances must be finished by 11pm at the latest and the hire time must include at least 20 minutes after the building is vacated by audience/performers to allow it to be locked and secured.

A deposit to secure the booking will be required.

Tickets must not be advertised for sale until a formal Contract of Hire has been signed.

## Standard rental charges:

**£300.00 per day (plus VAT = £360.00)**

**£1400.00 per 6 day week (plus VAT = £1680.00)**

includes

- 1 technician for duration of hire (maximum 8 hours 1 day, 40 hours per week)
- Front of House Duty Manager and stewards for performance

The lone technician is unable to alter the lighting rig. If this is required, an additional fee is payable (calculated on requirements).

## Additional charges:

Additional hours - per hour	£30.00 plus VAT (£15.60)
Additional crew - per hour	£13.00 plus VAT (£15.60)
Second performance	£50.00 plus VAT (£60.00)

## Box Office fees:

A charge of 10% is made for tickets sold through the Theatre Box Office.

## Rehearsal fees:

A charge of £60 plus VAT per day, please note rehearsal hire is for space alone and not any technical equipment.



# Important considerations for hiring

Your hire time has to include adequate time to set-up and rehearse for your show. It is vital that you discuss with the Theatre's Technical Manager about your staging requirements, and that you agree any extra staffing and equipment costs that may be necessary.

The Theatre provides two technical staff as part of the hire of the main theatre. Usually one will operate lights and sound, the other will be backstage. If your sound requirements are complicated (e.g radio mikes, band PA etc) a Sound Engineer will be required at a cost of £275 plus VAT per day. Similarly, if lighting is to be re-rigged, cloths hung etc, it will be necessary to employ additional crew and this will be charged.

If you intend to VIDEO your production there is a facility fee of £250. Seats MUST be removed for camera positions.

Remember too that any electrical equipment you bring in to the theatre for your event (e.g amplifiers, electric keyboards etc) MUST be PAT tested (Portable Appliance Test) in accordance with the Electricity At Work Regulations.

## CHILDREN IN YOUR PERFORMANCE?

The law is very strict about Children performing in shows. You will be required by law to have registered chaperones, and proper procedures for registering children in and out of the Theatre.

## HIRE FINISH TIME

Please note that the building must be clear and secured by the end of the hire period and that any over run is liable to additional charges. Performances must end in plenty of time to allow the theatre to be cleared and secured by the end of the agreed access time, and in any event, no performance is allowed to run past 11pm as part of the Theatre's Entertainment Licence.

## CANCELLATION

If you cancel your event you will lose your deposit! You will also remain liable for all costs and payments that the Theatre has committed itself to in respect of staffing etc.

## BOX OFFICE

Hirers wishing to sell their own tickets MUST do so from a set of numbered tickets provided by the Broadway Theatre. No alternative tickets are acceptable and any such issued will not be valid for admission.

