

Show Hiring Charges

(1st March 2008 until further notice)

Hiring of The Theatre Building

For Each Performance

The Theatre can accommodate 313 people plus 4 wheelchairs. The charge varies with the size of the audience, in accordance with the scales opposite. A single performance, or the first performance in a series is charged in accordance with Scale 1. The second and subsequent performances in a series are charged in accordance with Scale 2.

These charges include:

- Use of the Theatre building and all its fittings and equipment.
- Use of the Theatre curtain set, basic lighting rig and use of sound infrastructure.
- Front of house staff for each performance.
- Temporary membership of Rugby Theatre Society for all the Hirer's acting and backstage personnel.

Scales of Hiring Charges		
Audience	Scale 1	Scale 2
0 - 25	£142	£88
26 - 50	£150	£96
51 - 75	£161	£105
76 - 100	£168	£114
101 - 125	£176	£124
126 - 150	£183	£133
151 - 175	£193	£133
176 - 200	£204	£133
201 - 225	£210	£133
226 - 250	£221	£133
Over 250	£231	£133

They do not include:

- Use of the theatre for rehearsals.
- Provision of Rugby Theatre personnel.
- The use of any rooms in the Central Hall.
- Scenery, properties, costumes or make-up.
- Box Office facilities.
- Royalties or Performing Rights.
- Promoting the production within the building, in the Rugby Theatre Future Programme or in the local press.
- Use of Rugby Theatre portable sound equipment or microphones.

These items are available at an additional charge subject to discussion once detailed requirements are known.

For Rehearsals etc.

£48 per day or part of a day on which the Theatre is required for rehearsals of any kind, or for setting of scenery, lighting or properties.

Services of Personnel

Stage Manager to supervise	£72 + £20 for each performance
Stage Manager and Crew	£87 + £20 for each performance
Lighting Designer and Crew	£87 + £20 for each performance
Sound Engineer	£87 + £20 for each performance

Hiring of Rooms in Central Hall

Charged at £28 per session per room.

Sound Equipment

Rugby Theatre is able to provide 10 radio microphones (clip-on not hand-held) and a number of fixed microphones of various types. These would be charged at £55 per radio mic and £22 per other mic per week or part thereof in each case.

Hiring of Additional Facilities

Hiring of scenery, properties, costumes, make-up or any other facilities of The Theatre are subject to additional costs once details are known.

Payment

An initial deposit must be paid before a formal Hiring Agreement is signed. This deposit is £100 plus £35 for each performance to be given. The balance becomes due at The close of The final performance and The Society's account will be rendered as soon as possible after his.

Box Office Facilities

If Rugby Theatre acts as ticket agent for the hirer a charge of 5% of gross box office receipts is made to cover credit and debit card charges and box office overheads. In this case, a letter is required from the hirer asking us to act as agent and stating if the hirer is registered for VAT.

Performing Royalties and Performing Rights

It is assumed that the hirer will make his own arrangements for royalty payments. If the hirer uses pre-recorded music during the performance or as pre-show or interval music, a charge of 2.5% PRS is required. If the hirer has his own arrangements Rugby Theatre requires a written statement to that effect.

Promotional Activities

It is assumed that the hirer will make his own arrangements for all advertising and promotions for his event. Rugby Theatre will display a reasonable amount of advertising material in the Theatre, Central Hall and in the large poster frames on the front of the buildings in date rotation with all other events without charge to the hirer. Rugby Theatre can provide the hirer with assistance with his promotional activities if requested.

Rugby Theatre Show Guide – a print run of over 12,000 made available widely in the area in local libraries, tourist information, shops, offices and posted to the names on our mailing list. Your event would normally be included in this leaflet and a charge of £95 included in your final account.

Large Posters – 40" x 30" full colour for display in the foyer and in the outside show cases. Rugby Theatre may be able to arrange for Hirer's artwork to be printed (subject to the artwork being suitable) at a charge of £35 + VAT if applicable. Full design facilities may be available from Rugby Theatre subject to a detailed discussion with the Hirer.

Other Promotional Items – Rugby Theatre is happy to advise, and may be able to provide support for other items of promotion including small posters, leaflets and press advertising. Charges can be made available once the Hirer's requirements are known.