

Stag Community Arts Centre

Updated:
7th June 2011

Hire Charges and Other Costs

The Stag Community Arts Centre | London Road | Sevenoaks | TN13 1ZZ
Box Office: 01732 450 175 Admin: 01732 451 548

Stag Community Arts Centre

2011 Hire Charges v.8 Web (as of 1st April 2011)

	Capacity/Details		Community Hire	Commercial Hire
Main Spaces				
Main Theatre - Daily Hire Only	448		£1,125.00	£1,310.00
Plaza Suite - Room-hire only	110 (dining) 150 (lecture)		£145 per session (morning, afternoon, evening)	£160 per session (morning, afternoon, evening)
Plaza Suite - When hired for performance (N.B. Technicians are not included)	300 (standing only)		£160 per session (morning, afternoon, evening)	£175 per session (morning, afternoon, evening)
Plaza Suite - Private Parties - Including Bar Staff	As Above		£400 per session (morning, afternoon, evening)	£400 per session (morning, afternoon, evening)
Box Office Commission			Included within hire charge	5% of gross ticket sales value
Cinema 1 Private Hire	121		£283 per session	£320 per session
Cinema 2 Private Hire	104		£283 per session	£320 per session
Bar / Conference Room (includes breakout foyer)	60 (small group meeting) 70 (lecture format) 90 (standing bar use)		£82 per morning/afternoon/ evening session	£87 per morning/afternoon/ evening session

Ancillary Facilities

Dressing Rooms	At the end of hire to be left clean and rubbish-free by hirer. An charge will be made if additional cleaning is required	Included within hire charge (rooms allocated based on requirements)
Advertising package – inclusion in programme, website, "What's On", poster and leaflet display	Subject to production deadlines	Included within hire charge
Merchandise Sales Commission	No merchandise sales permitted without prior permission	£50 per performance
Programmes		£15 per performance
Additional Technician		£25 per hour
Stage Staff (required in addition to Hirer's own)	Stag may insist on specific requirements	£15 per hour
Stage Doorkeeper	Additional hourly rate to be charged when in excess of an 8 hour day	£15 per hour
PRS	Stag settles with PRS under its Venue Licence	Chargeable disbursement at PRS rates

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	Details	Community Hire	Commercial Hire
Grand piano on Stage	Per show plus tuning at cost	£50	
Grand Piano in Plaza Suite	Per session – not specifically tuned	£20	
Upright Piano in bar/Plaza Suite	Per session – not specifically tuned	£20	
Lighting, special effects, sound not contracted for.		Price on application	
Smoke machine (including fluid)	Per day or part thereof	£40	
Radio microphone hire	Per day or part thereof	Price on application	
Microphones (each per day)	Per day or part thereof	£5	
Portable Sound System	Per day or part thereof	£100	
Gaffa Tape	Per roll	£9	

Meeting Facilities

Flip Chart with pad & pens	Per day or part thereof	£15	
OHP	Per day or part thereof	£15	
Screen	Per day or part thereof	£15	
35mm slide projector	Per day or part thereof	£40	
Laser pointer	Per day or part thereof	£4.50	
Video monitor / TV	Per day or part thereof	£12	
Video projector	Per day or part thereof	£34	
Photocopying/PC	80gsm paper per A4 side	subject to volumes	
Black and White	< 20% coverage	5p	
Black and White	> 20% coverage	10p	
Colour	< 20% coverage	15p	
Colour	> 20% coverage	40p	

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