

## INFORMATION FOR THEATRE HIRE



Welcome to Stantonbury Theatre, this information is intended to give you some useful facts if you are interested in hiring the venue.

For more detailed information and to discuss costs and availability please contact the Theatre Administration office on 01908 324422 or email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk)

**STANTONBURY THEATRE**  
Stantonbury  
Milton Keynes  
MK14 6BN

Theatre Administration 01908 324422  
Email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk)  
Technical Department 01908 324423  
Email [theatre.tech@stantonbury.org.uk](mailto:theatre.tech@stantonbury.org.uk)  
[www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk)

## HIRE CHARGES

Please email [theatre@stantonbury.org.uk](mailto:theatre@stantonbury.org.uk) or ring the Administration Office on 01908 324422 and our current charges will be sent to you.

## DEPOSIT

On signing the contract to hire the theatre the hirer will pay a non-refundable deposit based on the number of days hire as per the table below.

No of Days Booked	Deposit Required
1 day	£100 + VAT
1 - 4 days	£200 + VAT
5 - 7 days	£300 + VAT
8 days and over	£500 +VAT

**CANCELLATION** In the event of the Hirer cancelling the following will apply: -

CANCELLATION PERIOD	AMOUNT DUE
Cancelled within 8 weeks	Full hire fee to be paid less the deposit already remitted
Cancelled within 12 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 50% of full hire fee (less deposit)
Cancelled within 24 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 20% of full hire fee (less deposit)
Cancelled within 36 weeks or more	Pre-paid deposit forfeited by the hirer

## **FRONT OF HOUSE**

The theatre will provide A FRONT OF HOUSE MANAGER for each performance. (This service has VAT applied to it)

Hirers must then provide a minimum of four designated Auditorium Stewards/Ushers for each performance who must be over 16 years old.

- Stantonbury Theatre can supply your event with stewards/ushers – however an additional charge (+VAT) per performance will be made and added to your hire charges. Please ask the administrator about this additional service.

There is a bar available for theatre patrons to purchase drinks before and during the intervals of shows.

The theatre sells ice-cream and confectionery to patrons before and during the intervals of shows

There is FREE car parking adjacent to the theatre.

## **ACCESS**

To assist audience members who are hard of hearing the theatre is fitted with an infra-red hearing aid system and there are six Sennheiser headsets available.

The backstage area of the theatre is accessible by ramp or by the Dock door at ground level.

Wheelchair access for the auditorium is via an entrance at ground level and there are adapted disabled toilets adjoining this entrance.

There are four designated spaces in the auditorium for wheelchairs on this same level.

There are several specially marked parking bays for disabled patrons in the car park adjacent to the theatre. There is the facility to park a van or minibus or specially adapted vehicle close to the dock door for unloading.

Guide dogs are welcome.

## THEATRE TECHNICAL SUPPORT

### Get-in, fit-up and get-out times

The days and times booked must include time for rigging the lights, fitting up of the set and rehearsal time. Because of the demands on the space, get-outs should normally be done immediately after the last performance when Technical Support will be available until 23.30 hours. If it cannot realistically be completed within this time it then it must be booked for the following half day and paid for at an arranged fee.

### Technical Support Time

When the Theatre is being used a technician must be on site to supervise and assist. The theatre has a limited number of staff and must comply with statutory health and safety regulations, and accordingly Technical Support is not normally available outside of the hours outlined below.

Technical Support Hours	
<b>Non-Performance Days</b>	Saturday – Friday from 10:00 to 22:00 hours The building must be vacated by 22:00 hours so get-ins and rehearsals must finish in sufficient time to ensure this
<b>First Performance Day</b>	Sunday – Friday from 10:00 - to one half hour after the end of the performance (excepting Get out – see below) Saturday – 13:00 – 22:00 – as above.
<b>Next Consecutive Performance Day(s)</b>	When there is more than one performance day, during the remaining performance day(s) in the run, the theatre will be available from a pre-arranged 'call time' – not usually more than 2 hours before 'curtain up' – to one half hour after the end of the performance

**If Hirers overrun their time, 'out of hours' charges will be made per hour or part thereof (+VAT).**

# SEATING PLAN



## CAPACITY

The Auditorium seats 200 in the fixed raked seating (Rows A-K) + 4 wheelchair spaces.

An additional 52 patrons can be sat in the Pit (Rows AA-DD)

## PUBLICITY

The theatre produces a FULL COLOUR brochure which is distributed widely both within Milton Keynes and beyond. A charge (+VAT) will be made for this service. This fee also includes full listing and information on the theatre's website.

**Full Terms and Conditions are available on request.**

