



STANTONBURY  
THEATRE

# VENUE HIRE INFORMATION & RATE CARD

THEATRE | GALLERY BAR | ROOMS | STAGE

[www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk)

# WELCOME TO STANTONBURY THEATRE

Stantonbury Theatre was **Milton Keynes' first purpose-built theatre** and has been a vibrant creative landmark for over 50 years. Since 1974, it has championed original work, nurtured local talent, and brought unforgettable performances to the heart of the city.

Fifteen minutes from the M1 (J14). Only minutes from central Milton Keynes, it's an easy, accessible choice for any event.

Our intimate 252-seat auditorium provides excellent sightlines, comfortable raked seating, air conditioning, and technical facilities, ensuring an immersive experience for every audience member. With a flexible orchestra pit, seven dressing rooms, and accessible backstage areas, we are equipped to accommodate productions of all sizes.

Beyond the stage, Stantonbury Theatre serves as a versatile venue for conferences, award ceremonies, corporate events, parties, and community celebrations. Additional rental spaces include rehearsal studios, breakout rooms, and our welcoming gallery bar. You can choose to book a full theatre performance or utilise the stage in a flexible manner.

Our year-round programme features top-quality touring shows alongside exceptional local talent, offering a variety of drama, dance, comedy, music, and family entertainment.

Schools, community groups, and businesses benefit from our professional lighting, sound, and fully equipped spaces, along with a licensed bar and free on-site parking, creating a professional atmosphere for all events.



## Venue Hire Options:

**P.1 Theatre Hire** - Performances

**P.2 Conference Hire** - Talks, Workshop, Networking, Presentations, Competition & Awards

**P.3 Stage Only Hire** - Rehearsal, Auditions, Filming, Workshops & Demonstrations

**P.4 Gallery Bar Hire** - Meetings, Conferences, Parties, Family Celebrations, Parties & Special Events

**P.5 Art Exhibition Wall Hire**

**P.6 Rehearsal Room Hire** - Auditions, Workshops & Classes





# THEATRE HIRE CHARGE

**Stantonbury Theatre seats 252**, including 200 fixed raked seats, 52 in the orchestra pit, and 4 wheelchair-accessible spaces. The **stage is a flat, sprung floor approx. 15(w) x 11(d) metres** with a **standard performance space of 9(w) x 11(d) metres**. It also has a **licensed bar, 7 dressing rooms, a box office, and technical support.**



Photo Credit: Simon Raynor

Theatre Packages	Weekday Mon - Thu (10am - 10pm*)	Weekend Fri - Sun (10am - 10pm*)
<b>One Day - No Performance</b> For get-ins/setups & rehearsals	£600 + VAT	£750 + VAT
<b>One Day - Single Performance (up to 2 hours)</b> A day for get-in/rehearsals, plus one performance	£775 + VAT	£950 + VAT
<b>Additional Performances (up to 2 hours)</b> For multiple performances on the same day	£250 + VAT	

## Included with the Hire Charge:

- Stage access - dimensions 15m x 11m (Stage floor) - flat, sprung, semi-polished beech or black dance floor.
- Auditorium access
- Duty Technician Support (The Duty Technician does not operate lighting or sound during performances)
- Front of House Managers and Ushers are included in the hire fee for performances
- Use of the Theatre equipment
- Access to 7 dressing rooms
- Complimentary WiFi
- Green Room amenities: Tea and coffee-making facilities, fridge, microwave, washing machine, tumble dryer, iron, and ironing board
- Scene Dock and Projector Screen
- Use of the Foyer and Gallery Bar area during the event
- Free large car park, including EV charging points
- Refreshments & catering available; please enquire about prices
- Marketing support is available upon request.

Discounts available, please enquire. A standard performance booking covers up to two hours, including an interval. Performances running beyond this duration will incur additional charges. \*Day hire time is based on a 12-hour day. Flexible start and finish times are available.

To book a space call 01908 324422 or email [theatre@stantonbury.tove.org.uk](mailto:theatre@stantonbury.tove.org.uk)

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# CONFERENCE HIRE CHARGE



Offering a flexible conference setting with tiered seating for up to **252 delegates**, along with a **projector screen**, a **spacious foyer**, and the **Gallery Bar** for networking and registration.

Breakout rooms are also available to hire, giving you added flexibility for smaller sessions or private meetings. Catering, refreshments, complimentary Wi-Fi, and free parking, including EV charging, keep your event running smoothly from start to finish.

Conference Packages	Hire Charge*
<b>All Day Event</b> Conference/Talks/Workshop/Networking/Presentation/Competition & Awards	Starting from £1,100 + VAT
<b>Refreshments &amp; Catering</b>	POA

- Included with the Hire Charge:**
- Stage access - dimensions 15m x 11m
  - Auditorium access
  - Use of the Foyer and Gallery Bar Area during the event
  - Duty Technician support
  - Use of the Theatre equipment
  - Screen & Projector
  - Complimentary WiFi
  - Free large car park, including disabled bays and EV charging points
  - Breakout rooms available; please enquire about prices
  - Refreshments & catering available; please enquire about prices

Bespoke packages available. Please enquire about prices.

\*Day hire time is based on a 12-hour day.  
Flexible start and finish times are available. Discounts available, please enquire.



24 seat table layout.

Exhibition by Sharamiya Walton

# GALLERY BAR

## HIRE CHARGE

**The Gallery** is a flexible space (54m<sup>2</sup>) with a fully licensed bar. It can be hired for a wide range of occasions from business meetings and conferences to family celebrations, parties, community gathering and special events.

Gallery Bar Hire	Hire Charge*
<b>Meeting/Conference</b> Max seating 26 people	£50 per hour + VAT
<b>Party/Celebration</b> Max people standing 45	£50 per hour + VAT
<b>Refreshments &amp; Catering</b>	POA

Due to performances in the Theatre, event dates/times are subject to availability.

### Included with the Hire Charge:

- Access and use of the Gallery and Foyer area
- Microphone & speakers available
- Licensed bar available
- Refreshments & catering available; please enquire about prices
- Tables/chairs setup before arrival in the configuration of your choice (meeting/conference)
- Free large car park, including disabled bays and EV charging points
- Complimentary WiFi.

\*Flexible start and finish times are available.





Exhibition by Mel Wallis

# ART EXHIBITION SPACE

## HIRE CHARGE

We have a dedicated wall space for artists to showcase their artwork to the community and theatre visitors. The wall is 12 metres (40 feet) long, providing a suitable area for hanging pictures.

Art Exhibition Hire	Hire Charge
<b>Art Exhibition - Display Wall *</b>	Contact us for further details
<b>Art Exhibition - Open for Viewings**</b> In addition to display wall fee	£50 per hour + VAT
<b>Refreshments &amp; Catering</b> Including bar staff	POA

Your artwork will be visible to staff, hirers, and theatre customers during times when it is not open to the general public for performances.

### Included with the Hire Charge:

- Access and use of the Gallery and main foyer areas
- Licensed bar available - please enquire about prices
- Free large car park, including disabled bays and EV charging points
- Complimentary WiFi.

\*The exhibition space is not open to the general public during the day. However, it is available during theatre performances for viewing.

\*\*Private viewing events are available to book.

Flexible start and finish times are available.

## Sponsorship options available

If you are a local business looking for Corporate Social Responsibility (CSR) opportunities, we are currently seeking sponsorship for our Community Artist Programme.

Sponsorship will help us remove financial barriers and give emerging artists a professional space to exhibit their work.

Contact us with an expression of interest or for more information.

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# REHEARSAL ROOM

## HIRE CHARGE

The rehearsal room, measuring **23ft x 31ft**, is available for flexible hiring by companies, schools, and community groups that need **dedicated space without requiring the full venue**. Our rehearsal room offers a practical and welcoming environment, making it an ideal setting for **dance, drama, and music rehearsals, auditions, and workshops**.

Rehearsal Room Hire	Hire Charge
Rehearsals, Auditions, Workshops and Classes	£30 per hour + VAT

\* Located backstage and cannot be hired whilst other users are in the main theatre space.

### Included with the room hire:

- Use of the room (23ft x 31ft)
- Toilet facilities
- Use of tables and chairs
- Bluetooth speaker
- Free large car park, including disabled bays and EV charging points
- Complimentary WiFi
- Refreshments available; please enquire about prices.

Times are flexible. Contact the theatre for further information.



# ADDITIONAL INFORMATION

## Booking Agent Fees

If the hirer wishes the theatre to sell tickets on their behalf, Stantonbury Theatre will be acting as a booking agent, and the following charges will be applied:

- £1 + VAT per ticket sold online - Ticketsolve charge
- Card charges + VAT (dependent on sales made)
- £25 + VAT management fee per show

You/the company will be required to properly account for the VAT on all ticket sales.

A £1.50 levy per ticket will also be added as a 'booking fee'.

## Ticket Sales

If the hirer wishes to sell their own tickets, a £25 ticket printing fee +VAT per performance will be applied.

## Box Office

The hirer must provide someone to be available one hour before the performance to handle box office enquiries and communicate with theatre staff regarding audience access requirements.

## Catering

- **Performances** - There is a licensed bar for the audience to purchase refreshments one hour before a show and during the interval only. This is organised and staffed by the theatre within your hire charge, where specified. If you wish the bar to be open outside these times, we charge an additional £35 + VAT per hour.
- **Conferences** - Please confirm whether you will require our licensed bar open for your event.
- **Refreshments & Catering** - We can provide quotes for refreshments and catering for meetings and conferences upon request. Please include details such as the number of attendees and any dietary requirements.

## Front of House Staff

As part of the hire charge, Stantonbury Theatre will provide a Front of House Manager and Ushers for each of your performances. They will arrive one hour before the start of your performance.

Any performances exceeding two hours in length will be additionally charged.

## Technical Support (Theatre Hire)

- The Duty Technician will be present by arrangement (times to be confirmed) during your use of the theatre.
- Technical Support is not available outside of the hours stated in the hire agreement unless by prior agreement.
- Hirers must provide their own lighting and/or sound operator.
- If the hirer wishes the theatre to provide a lighting and/or sound technician, the theatre can do this for an additional charge of £25 + VAT per hour, per technician (dependent on your technical requirements).

## Out of Hours

- If hirers overrun, their time 'out of hours' will be charged at £95 + VAT per hour.

## Payment Terms

- To secure the hire, see the terms and conditions for the deposit.
- All hire charges must be paid in full 2 weeks before the event.
- If we are the booking agent, a final reconciliation of any box office arrangements will be made within 14 days of the event.
- Full terms and conditions are available upon request.

## Cancellation

See the terms and conditions.

# ADDITIONAL INFORMATION

## Bank Holidays

An additional 40% levy will be made on the day's hire charge if that day is a Bank Holiday.

## Accessibility

There is accessible parking for disabled individuals in the large car park, and a lift for disabled access is located in Stantonbury Leisure Centre. This lift takes you to the same level as the Theatre Foyer and Gallery Bar. Leisure centre opening times vary from the theatre, so please check before booking if you require lift access.

## Additional Charges

- **Theatre Consumables** - A charge will be made for items such as gaffer tape, ice packs, haze fluid etc. Prices available from our technical department on request.
- **Licensing costs** - Any charges relating to performance licenses, including, but not limited to, PRS, will be passed onto the hirer for payment.

<b>Non-Performance Days</b>	Monday - Sunday from 10am to 10pm*. The building must be fully vacated by 10pm. All get-ins and rehearsals should be scheduled to finish in good time to ensure this requirement is met.
<b>First Performance Day</b>	Monday - Sunday from 10am* until one half hour after the end of the performance (excepting get out – see below).
<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 mutually agreed 'call time' – not more than 2 hours before 'curtain up' – to one half hour after the end of the performance. Additional hours must be pre-arranged at the time of contract and will be charged at £75 per hour. There must be at least 90 minutes between the end of one performance and the start of another.
<b>Extra Cleaning</b>	Where hire results in excessive cleaning requirements before space can be used again a charge maybe incurred.
<b>Auditorium Use</b>	When there is more than one performance day or in a day, the Theatre reserves the right to make use of all parts of the building outside of the permitted access times (see above), including the auditorium, where it does not impact on the Hirer's set, costumes, lighting rig etc.
<b>Get-in, fit-up, and Get-out times</b>	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 11:30pm. If it cannot realistically be completed within this time, then it must be booked for the following half day and paid for at an arranged fee.

If you would like to **make a booking** or need further information, please contact the Theatre Administrator at [theatre@stantonbury.tove.org.uk](mailto:theatre@stantonbury.tove.org.uk) or call **01908 324422**.





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Stantonbury, Milton Keynes, MK14 6BN  
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