

Laura Kriefman  
Creative Producer  
020 7632 8010  
[tbt@actorscentre.co.uk](mailto:tbt@actorscentre.co.uk)  
[www.tristanbatestheatre.co.uk](http://www.tristanbatestheatre.co.uk)



## **Appendix C: Venue Information and Charges.**

### **Rental Costs**

**PLEASE NOTE ALL VENUE CHARGES ARE SUBJECT TO VAT.**

#### Hourly / Daily Rates

- £40 per hour for space and theatre lights (plus VAT)
- £260 per day for space and theatre lights 10.30am-5.30pm. (plus VAT)
- £50 / £100 for half/full day technical support. (plus VAT)
- £32 Usher (per 2 hour show) (plus VAT).
- £40 Duty Manager (per 2 hour show) (plus VAT)
- £40 (per show) Operator (plus VAT)
- £32 (per day) Box Office (plus VAT)

#### Weekly

Our weekly hire rate is £1400 per week (plus VAT), this includes:

- Full box office management
- Ushers / Duty Managers
- In House Technician for one day (8 hours) of the Get-in, and for the Get-out. Up to four hours before midnight are covered. Any get-outs that will take longer or go beyond midnight will incur additional charges and must be agreed before hand with the Theatre Manager.
- Theatre / use of Theatre Lights and Sound equipment
- 6 shows a week
- Inclusion in the TBT season brochure and the distribution thereof.

We operate a straight hire policy, so the company keep 100% of the box office, (after contras and VAT if applicable). The Theatre absorbs all transaction fees and card commissions.

### **Additional Venue Use**

During day time hours: Any additional use of the space that a company requests over and above the agreed Get-In days and performances times is subject to the current day time hire rates listed above. The theatre is only held for the company's exclusive use from 6pm onwards daily, and for 6 shows a week.

### **Additional Equipment**

Should the visiting company need to hire additional equipment (keyboards, microphones etc) we do have companies who we regularly use and can recommend. Please contact the Theatre Manager for further information.

### **Additional Technicians / Technician Time.**

For hires of a week or more we supply one member of staff for a maximum of 8 hours for the get in, and four hours maximum for the Get Out.

Any Get Out that continues passed Midnight is charged at time and a half and the additional hours will be charged back to the company.  
Any additional technical staff required will be charged at £10 per hour (plus VAT) and are subject to a minimum four-hour call.

### **Seating**

The Theatre seating can be reconfigured. There is a flat charge of £400 (plus VAT) for the dismantling, and rearranging of the seating, and the returning of it to its original configuration at the end of the performance run.

### **Press / Gala Nights – Alcohol and Catering**

The Actors Centre and Tristan Bates Theatre operate a fully licensed bar. Should you wish to organise additional catering for an event in conjunction with your performances in the theatre, please contact Rachel Roberts, the Operations Manager, on 0207 632 8012 or [operations@actorscentre.co.uk](mailto:operations@actorscentre.co.uk). Alcohol purchased outside the Actors Centre for consumption on the premises will be subject to an £8 corkage charge per bottle.

### **Merchandising**

The Tristan Bates Theatre charges a 10% commission on the sale of all merchandising (programmes, playscripts, books etc). Please note that merchandise (apart from book and playscripts) is also subject to VAT. VAT will be deducted first then 90% of the net sales income will be returned to the visiting company.

### **Cancellation Policy**

The Visiting Company shall be liable to pay the following cancellation fees, calculated from the agreed first day of hire (see 1.6) :

- Less than 10 weeks (but not less than 4 weeks) - the equivalent of one weeks hire
- Less than 4 weeks (but not less than seven days) – 50% of the total hire fee
- Less than seven days – 100% of the full hire fee

### **Complimentary Tickets and House Seats**

Four house seats are held back from sale each night. 1 seat is the Ushers seat. The other house seats are available for use at the Company and the theatre's discretion.

The Manager will be entitled to two complimentary tickets per performance over and above the house seats. Any change to the distribution of this allocation will be agreed by mutual consent.

All Actors Centre staff (including visiting tutors and practitioners) are eligible for a complimentary ticket to any show at the Tristan Bates Theatre. Staff allocations will be run through the box office system, and are subject to availability.

The Theatre Manager will liaise with The Company about allocation of these complimentary tickets. The Company are welcome to book in any comps they wish for the performances in advance through the Theatre Manager.

If a show has sold out, the three remaining held back tickets can be released for sale on the door ten minutes before a show.

A returns list is available for sold out performances an hour before the show. Returns are sold directly by the customer as a straight financial exchange and are not run through the box office as additional sales, except in exceptional circumstances, and at the Duty Manager or Theatre Manager's discretion.

## **The Actors Centre**

The Tristan Bates Theatre is accessed through the main entrance to The Actors Centre. The Actors Centre provides continuous professional development for actors. The 5 additional studios are used throughout the day and evenings. We ask all visiting companies to respect the other Centre users and the building itself.

These studio spaces can be hired for rehearsals. Current hire rates can be found on The Actors Centre website [http://www.actorscentre.co.uk/room\\_hire.asp](http://www.actorscentre.co.uk/room_hire.asp)

## **Parking and Delivery of Set**

The Tristan Bates Theatre is within the congestion zone.

The area surrounding the theatre is designated residents and traders parking. The Theatre does not have its own parking bays. Therefore visiting companies will need to temporarily park, leaving a company member with their vehicle whilst they empty it. There is car parking just off Shaftesbury Avenue, first left after the fire station if you're heading towards Piccadilly Circus.

The Visiting Company must inform the Theatre Manager of their planned delivery times / date.

## **Car and Van Parking:**

Westminster Council's website lists all car parks that can take vans. We have no parking spaces: *someone must stay with the van at all times whilst unloading, and it must be driven away straight afterwards*. The wardens come around every hour.  
<http://www.westminster.gov.uk/carparks/carparks.cfm>

## **Skips**

Skip licenses are available from Camden Council and cost about £35.00; skips can be hired from whoever you want. You first have to pay for the space and no guarantee will be given that there will be any. Camden will happily give out the license and even attempt to suspend a parking bay but the permit holders won't always adhere to this if they've been parked there for a few days. The license lasts for 2 weeks and you can apply for it online. You then need to give the details of the skip company to Camden and they'll give you the license number to give to them.

Skip Licensing/Parking      Highway Management Dept      0207-974-6956

We've used Top Skips before: <http://www.topskips.com/>

## **Laundrettes**

- Covent Garden Coin Op:  
<http://www.allinlondon.co.uk/directory/1261/4832.php>
- Marshall Laundry Services  
<http://www.marshalllaundry.co.uk/>

Distance: 0.4 miles W

10 Marshall St, Soho, London, W1F 7EL

Tel: 020 7734 5818

- Service Washes
- Full Attended Launderette
- Hotel Laundry Service
- Same Day Turn Around
- Domestic & Commercial
- Collection & Delivery