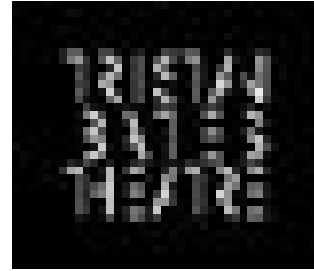


Laura Kriefman
Theatre Manager
020 7632 8010
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Appendix C: Venue Information and Charges.

Rental Costs

Hourly /

Daily Rates

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

Weekly

Our weekly hire rate is £1400 per week, 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 the deduction of VAT).

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.

Merchandising

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

Seating

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

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 are heading towards Piccadilly Circus.

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

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

The Green Room

Should you wish to organise additional catering for an event in conjunction with your performances in the theatre, Rachel Roberts, the Operations Manager can provide you with full information on the costs for corkage or food etc.
operations@actorscentre.co.uk

Complimentary Tickets

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.

In addition four 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 at discretion. 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 Managers discretion.

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