

## STAG Community Arts Centre – Hire Charges (inclusive of VAT)

*(Please note separate discount available on hire of Main Theatre and Plaza Suite for community groups who are members of SCAT – Sevenoaks Community Arts & Theatre)*

Hire Space	Capacity / details	Community Hire Fees	Commercial Hire Fees
Main Theatre*	450	£1,000 daily	£1,400 daily
Studio* (Plaza)	200 (lecture) 150 (dining )	£405 daily	£450 daily
Cinema 1 Private Hire	121	£270 per session	£300 per session
Cinema 2 Private Hire	104	£270 per session	£300 per session
Bar / conference room (includes breakout foyer)	60 (small group meeting) 70 (lecture format) 90 (standing bar use)	£270 daily £180 evening	£300 daily £200 evening
Additional Technician		£20 per hour	£25 per hour
Advertising package – inclusion in programme, website posters by separate arrangement.		included within hire charge	tbc
Dressing Rooms	At the end of a run / hire to be cleared of all materials and rubbish and to be left in a clean state by visiting company / hirer. An additional levy will be charged to the visiting company / hirer if additional cleaning is required.	Included within hire charge	tbc
Box Office Commission		Included within hire charge	tbc
Merchandise Commission		10%	tbc

PRS	Net box office Classical concerts	Included within hire charge	Tbc
Grand piano	Per show plus tuning	£50.00	£100.00
Keyboard	Per show	£20.00	£40.00
Flip Chart with pad & pens	Per day or part thereof	£15.00	£30.00
OHP	Per day or part thereof	£15.00	£30.00
Screen	Per day or part thereof	£15.00	£30.00
35mm slide projector	Per day or part thereof	£40.00	£80.00
Laser pointer	Per day or part thereof	£4.50	£9.00
Video monitor / TV	Per day or part thereof	£12.00	£24.00
Video projector	Per day or part thereof	£34.00	£68.00
Lighting, special effects, sound not contracted for.		Price on application	Price on application
Smoke machine	Per day or part thereof	£36.00	£70.00
Gaffa Tape	Per roll	£9.00	£18.00
Photocopying	Per A4 sheet	£0.05	£0.10
Fax facility	Per A4 sheet	£0.50	£1.00
Radio microphone hire	Per day or part thereof	Price on application	Price on application
Microphones (each per day)	Per day or part thereof	£4.50	£9.00
Portable Sound System	Per day or part thereof	£20.00	£40.00

*\*main theatre and studio hire charges include the use of one technician, front of house and bar staff, box office facilities. .*

*Payment of a 50% deposit is required upon confirmation of booking, with the 50% balance due 14 days before the booking date. It will be the STAG's policy not to guarantee or underwrite the costs of any hire.*