

General Hire Information

- A COPY OF HIRERS THIRD PARTY INSURANCE COVERING THE PERIOD OF THE LETTING MUST BE SUBMITTED WITH THE HIRE FORM.
- A CONFIRMATION SHEET showing times and costs will be sent out AT THE TIME OF BOOKING.
- FINAL invoices must be paid WITHIN 30 DAYS OF AN INVOICE.
- **VAT @ 20% is charged on lettings of less than ten [10] sessions. (Except Theatre lettings).**

PLEASE NOTE....

- Times of hire are from 'un-lock' to 'lock-up'. Groups will NOT be admitted before the agreed time and are expected to be out of the building within **15 min's** of the end of the hire period.
- Any lettings running over time specified above will be charged at double rate for the additional time in units of full hours
Please discuss this with your technical team and allow for this when arranging your times.
- All facilities are hired 'As found'. A nominal charge of £80 will be made if site staff are required to return the facility to this state after the letting.
- Most hires may continue through school half term breaks.
- No hires are available during Bank Holiday Weekends or the Christmas break..
- Parts of the Easter & Summer break are negotiable.
- SCC Vacation dates are variable and should be checked at time of hire.

Theatre Hire rates include:

- Auditorium, Stage, Scene Dock,
- Access to Reception Desk,
- Full use of Technical Equipment - [Conditions of competence apply – see note below]
- Changing Rooms [Dress rehearsals and performances only]
- Refreshment Area [during performances only] – other times are charged at the rates below.
N.B. The Bar is offered with two staff supplied by the Trust for which a charge of £30 / per performance is applied.

All hire periods are for a minimum of three [3] hours or part thereof calculated in units of one [1] hour.

Normal hire periods are: 1700 – 2300 Monday to Friday.

0800 – 2300 Saturday. (1000-2300 if following 2300 finish on Friday)

0900 – 2200 Sunday. (1100-2200 if following 2400 finish on Saturday)

An extension for 'Get Outs' is available till 2400 on Saturdays only.... and is charged at double the normal rate.
N.B.

- Unexpected overruns beyond the booked time will be charged in full hours at double the rate at that time.
- 'One Day' performances are charged at double the normal rate.
- Bookings MUST be made using Trust booking forms which are available from the school.

THEATRE HIRE RATES

Full Commercial Rate:

Monday / Saturday

Sunday (Limited Hrs)

Performances

£42.00 / Hour

£52.00 / Hour

Rehearsals & Technical

£27.00 / Hour

£34.00 / Hour

Full Community Rate:

Monday / Saturday

Sunday (Limited Hrs)

Performances

£39.00 / Hour

£49.00 / Hour

Rehearsals & Technical

£22.00 / Hour

£29.00 / Hour

Other facilities may be booked, (at our discretion), as part of a show in the Theatre:

Dance Studio:

£16.00 / Hour Minimum Hire – 3 Hours

Gym:

£20.00 / Hour Minimum Hire – 3 Hours

Canteen: [Show Related *other than as a performance night*]

£15.00 / Hour Minimum Hire – 3 Hours

Miscellaneous:

Important Technical Note:

Hires should note that our resident technician is able to advise hirers and will check facilities at the 'Get Out'.
The equipment provided is of an industry standard and should not be operated by those unfamiliar with such systems.
Damage caused by unqualified domestic users – however caused - will form the basis of a bill to cover repair and also hire of temporary equipment during the repair period.
We are able to supply contacts for reliable freelance operatives, familiar with our systems, on request.
Contact Nick Gates – ngates@magnacarta.surrey.sch.uk

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|-----------------------------------------------------------------------------------------|----------------------------------|
| Change of Stage (Pit area) Format: | £50 |
| Change of Seating Format: | £50 |
| Scene Dock Storage: [Outside booked time – <i>only if no other event booked in</i>] | £100 / Week or part thereof. |
| Projection Screen Only: (Own Projector) | £20.00 / Day |
| Audio Visual Unit & Screen inc' WiFi Access | £100.00 / Day [Conferences only] |
| Yamaha Clavinova CLP-153-S Piano / One day: | £25 |
| Yamaha Clavinova CLP-153-S Piano [Sun to Sat] | £100 |

T.1. Dance / Drama – Rehearsal / Performance space

This room has recently been refurbished by the addition of a Harlequin 'Studio' dance surface, a 12 channel lighting rig and sound system
The room can be blacked out and allows for creative use of smaller scale Dance or Drama performances in a variety of formats.
Seating capacity using plastic stacking chairs is approx. 50 – 60 depending on the performance space used.
This space will provide an ideal venue for smaller more intimate theatre. For rates – see below.

SPORTS FACILITIES & OTHER ROOMS

N.B. VAT @ 20% is charged on lettings of less than ten [10] sessions

Normal hire periods are: Monday to Friday. 1800 - 2200
Saturday / Sunday. 0800 - 2200

| | <u>Monday – Friday</u> | <u>Saturday - Sunday</u> |
|-----------------------------------------------------------|------------------------|--------------------------|
| Gym: | £23.00 / Hour | £26.00 / Hour |
| Sports Hall: | £24.00 / Hour | £26.00 / Hour |
| Fitness Suite: [You must have a <u>qualified</u> trainer] | £30.00 / Hour | £34.00 / Hour |
| Netball / Tennis courts (in season) X 3 | £15.00 / Hour ea | £18.00 / Hour ea |
| Redgra Surface | £14.00 / Hour | £18.00 / Hour |
| Sports Field (General Training) | £14.00 / Hour | £18.00 / Hour |
| Football Pitches X 2 | £20.00 / Game ea | £24.00 / Game ea |
| Changing Rooms (Singly or as a pair) | Included in the above | |

N.B. Boot scrapers / brushers are provided outside the changing rooms. Brushes are available inside. Excessive mud left in the changing rooms or indeed in the showers will incur a cleaning charge of £50.

| | <u>Monday – Friday</u> | <u>Saturday / Sunday</u> |
|------------------------------------------------------------------|------------------------|--------------------------|
| Art Rooms: | £18.00 / Hour | £22.00 / Hour |
| Workshops / HE Rooms: | £18.00 / Hour | £22.00 / Hour |
| Dance Studio ('Harlequin' floor): | £18.00 / Hour | £20.00 / Hour |
| R.2. Drama Studio (Curtained for privacy): | £18.00 / Hour | £20.00 / Hour |
| R.1. Music Room: | £16.00 / Hour | £18.00 / Hour |
| Computer Rooms: Including Terminals & WiFi Access | £24.00 / Hour | £28.00 / Hour |
| T.1. Dance / Drama ('Harlequin' floor) - As a rehearsal space | £18.00 / Hour | £20.00 / Hour |
| ☺T.1. Dance / Drama ('Harlequin' floor) - As a performance space | £25.00 / Hour | £30.00 / Hour |
| General Classrooms: | £14.00 / Hour | £18.00 / Hour |
| Use of classroom Projector / Board / Wifi | £10 per session | |
| Canteen: (Community) <i>Minimum Hire Three (3) Hrs</i> | £28.00 / Hour | £38.00 / Hour |
| Canteen: (Commercial) <i>Minimum Hire Three (3) Hrs</i> | £38.00 / Hour | £48.00 / Hour |

N.B Weekends in school holidays may be charged at 1.5 x the rate shown.
Booking forms and full conditions of hire are available from the school:

CKW
September 1st 2019

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