

# Community Groups Ratecard 2015-16

These rates apply to groups doing all of the following as part of their hire:

- drama, dance, music, educational or other performances, classes or exhibitions
- directly available to the Hillingdon residents and where on sale, with a proportion of tickets on sale via Hillingdon Box Office (see exceptions below)
- activities recognised by the council as being for the artistic or educational benefit of Hillingdon residents
- working on a non-profit basis

For bookings by commercial businesses and private social events see the Commercial and Social ratecard instead. These rates are valid until 31 March 2015 and will be amended thereafter. **All prices include VAT where applied, unless otherwise indicated.**

Hillingdon Resident Rates are only applied where the customer's contact and invoicing address is within the London Borough of Hillingdon.

Occasional Room and Grounds Hire	Hillingdon Resident		Non-Hillingdon	
	Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
Duty Manager <i>for bookings requiring dedicated supervision or services</i>	£14.70/hr	£18.40/hr	£16.90/hr	£21.20/hr
Manor Farm House Provost's Parlour†, Provost's Chamber*; Compass Long Room*	£14.50/hr	£17.00/hr	£16.50/hr	£19.50/hr
Compass Hilliard Room*	£11.00/hr	£14.50/hr	£12.50/hr	£17.00/hr
Compass Oak, Tate* or Drawing Room*	£12.00/hr	£14.50/hr	£13.50/hr	£16.50/hr
Compass Studio	£12.00/hr	£19.00/hr	£14.00/hr	£22.50/hr
Compass Garden <i>dry hire only, does not include barriers, stewarding or electric/water supplies</i>	£5.00/hr	£6.50/hr	£6.00/hr	£7.50/hr
Compass Auditorium <i>only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.</i>	£24.90/hr		£28.80/hr	
Winston Churchill Theatre Lounge	£27.00/hr		£32.90/hr	
Manor Farm Great Barn <i>only when hired as a "plain room" with no PA, layout etc.</i>	42.00/hr	60.00/hr	52.50/hr	75.00/hr
Manor Farm Stable †	£15.00/hr	£22.00/hr	£18.50/hr	£26.50/hr
Manor Farm Community Hut	£7.00/hr	£8.00/hr	£11.50/hr	£14.00/hr
Manor Farm Cow Byre Exhibition Space <i>exhibition Sun-Sat, daytime openings 9-5</i>	£52.50/wk + 20% commission on sales		£70.50/wk + 20% commission on sales	
Manor Farm Cow Byre Exhibition Space <i>exhibition Sun-Sat, daytime openings 9-5 plus two evenings for private views</i>	£82.00/wk + 20% commission on sales		£96.50/wk + 20% commission on sales	

† includes use of kitchen

\* not accessible for those with wheelchairs/limited mobility

Frequent Activity Room Hire <i>for groups making more than six room bookings per term</i>	Hillingdon Resident		Non-Hillingdon	
	Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
	Manor Farm House Provost's Parlour†, Provost's Chamber*; Compass Long Room*	£14.00/hr	£16.00/hr	£17.50/hr
Compass Hilliard Room*	£10.00/hr	£13.50/hr	£12.50/hr	£16.50/hr
Compass Oak, Tate* or Drawing Room*	£11.50/hr	£13.50/hr	£14.00/hr	£17.00/hr
Compass Studio	£11.00/hr	£18.00/hr	£13.30/hr	£22.50/hr
Manor Farm Stable †	£14.50/hr	£20.50/hr	£18.50/hr	£26.50/hr

† includes use of kitchen

\* not accessible for those with wheelchairs/limited mobility

Penalty Charges	Hillingdon Resident		Non-Hillingdon	
	Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
Extra hours in building <i>if exceeding booked times without prior consent from management</i>	£86.00/hr		£98.00/hr	
Cleaning Charge <i>for excessive cleaning requirements resulting from your hire</i>	£100.00, or at cost, whichever is greater		£150.00, or at cost, whichever is greater	

Compass Theatre AV Equipment Hire	Hillingdon Resident		Non-Hillingdon	
	Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
Portable projector with screen	£70.00/day		£80.00/day	
OHP - Overhead Projector	£10.50/day		£12.10/day	
Flip Chart and one set of Pens	£10.50/day		£12.10/day	
Replacement Pens	£17.00		£19.50	
Photocopying <i>A4 size, black and white</i>	£0.30/sheet		£0.40/sheet	

Theatre and Concert Charges see also "Theatre Service Charges" below as these are just basic hire costs and other fees may apply for box office and PRS		Hillingdon Resident		Non-Hillingdon	
		Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
Winston Churchill Theatre Auditorium and Dressing Rooms	<i>blocks of less than 4 hours</i>	£55.00/hr	£100.00/hr	£71.30/hr	£131.70/hr
	<i>bookings of 4-30 hours, includes tech charge</i>	£50.50/hr	£57.80/hr	£58.10/hr	£66.40/hr
	<i>bookings of over 30 hours, includes supervising tech only</i>	£36.50/hr	£40.50/hr	£42.00/hr	£46.50/hr
+ Winston Churchill Lounge <i>when used alongside auditorium</i>	<i>includes alcohol licence</i>	£5.00/hr		£7.00/hr	
Compass Theatre Auditorium and Dressing Rooms	<i>bookings of 4-30 hours, includes tech charge</i>	£49.00/hr	£56.10/hr	£56.30/hr	£64.90/hr
	<i>bookings of over 30 hours, includes supervising tech only</i>	£34.30/hr	£37.70/hr	£39.40/hr	£43.70/hr
Manor Farm Great Barn	<i>minimum 4 hours, includes tech charge</i>	£58.60/hr	£72.90/hr	£70.30/hr	£87.50/hr
Open Air Theatre, Barra Hall Park, Southlands Arts Centre Garden	<i>unstaffed; performances in daylight only for audiences 180 or fewer, finishing 30 mins before dusk</i>	£14.70/hr	£18.40/hr	£16.90/hr	£21.20/hr
Performances in other spaces: Compass Theatre Studio, Café Bar; Ickenham Hall rooms; Manor Farm Stables, House rooms or Cow Byre	<i>minimum 4 hours, includes supervising staff charge</i>	£26.70/hr	£33.40/hr	£31.90/hr	£40.00/hr
Performances in Manor Farm Grass Courtyard	<i>minimum 4 hours, includes supervising staff charge</i>	£32.50/hr		£38.80/hr	
Technician <i>chargeable for any additional tech hours required outside originally contracted hours.</i>  <i>Productions booking over 30 hours in a performance space - i.e. a full week's hire - will only be charged this rate as and when technicians are required to operate or stage manage your event, or if additional prep hours or additional technicians are required.</i>		£14.70/hr	£18.40/hr	£16.90/hr	£21.20/hr
Duty Manager/Officer <i>for bookings requiring dedicated supervision or services, normally waived for public performances</i>		£14.70/hr	£18.40/hr	£16.90/hr	£21.20/hr
Compass Auditorium Restricted Use <i>performances or events working around another hirer's set or stage configuration, includes technician (minimum 4 hours)</i>		£35.60/hr	£41.00/hr	£39.50/hr	£46.30/hr
Storage in Compass Theatre Workshop		£58.20/wk		£67.10/wk	
Additional Dressing Room <i>when booked alongside a performance</i>		£5.50/hr		£6.50/hr	

Theatre Service Charges	Hillingdon Resident		Non-Hillingdon	
	Mon-Fri	Sat, Sun, Bank Hol	Mon-Fri	Sat, Sun, Bank Hol
<b>Essential Publicity Package</b> <i>includes entry in Hillingdon Theatres brochure, listing on hillingdontheatres.uk and Hillingdon.gov.uk/whatson. Where tickets are sold via Hillingdon Box Office, includes at least 1 week's inclusion in our Uxbridge Gazette / Get West London advertising space.</i>	£84.00		£98.80	
<b>Performing Rights Society Fees (concert)</b> <i>where copyrighted music (featured or incidental) makes up over 50% of the duration of the show and is not covered by grand rights.</i>	Minimum charge £25, rising to 3.5% of gross box office + VAT (including sales by hirer)		Minimum charge £31.40, rising to 3.5% of gross box office + VAT (including sales by hirer)	
<b>Performing Rights Society Fees (other)</b> <i>where copyrighted music (featured or incidental) takes up less than 50% of the duration of the show.</i>	Minimum charge £10, rising to 0.5% of gross box office + VAT (including sales by hirer)		Minimum charge £15.70, rising to 0.5% of gross box office + VAT (including sales by hirer)	
<b>Ushers or Bar Staff</b> <i>if supplied by Hillingdon</i>	£6.00/hr per usher		£10.00/hr per usher	
<b>Use of Winston Churchill Theatre Ovens</b>	£100.00/day		£120.00/day	
<b>Deposit</b> <i>non-refundable in the event of cancellation, can be rolled from one booking to another in the same financial year</i>	£300 per company per year, or £150 per company per year if all bookings under 3 days			

Box Office	Hillingdon Resident	Non-Hillingdon
<b>Box Office Commission</b> <i>for Compass Theatre, Compass Studio, Compass Café Bar, Great Barn, Stables and other rooms for tickets sold via Hillingdon Box Office</i>	8.7% of take + VAT but no less than £0.50/ticket  at least 50% of tickets must be sold via Hillingdon Box Office	8.7% of take + VAT but no less than £0.80/ticket  100% of tickets must be sold via Hillingdon Box Office
<b>Box Office Commission</b> <i>for Winston Churchill Theatre, Open Air Theatre Barra Hall Park and Grounds of Southlands Arts Centre West Drayton, for tickets sold via Hillingdon Box Office</i>	8.7% of take + VAT but no less than £0.50/ticket  For 15-16 year, hirer chooses how many tickets sold via Hillingdon Box Office	
<b>Ticket Print/Allocation to Hirer</b> <i>for all tickets issued to hirer for sale outside Hillingdon Box Office</i>	£0.20/ticket	n/a

Compass Theatre Costume Store	
Individual Adult Costume	£15.00/wk
Individual Child Costume	£10.00/wk
Accessories	£1.00-10.00/wk
Large Sets of Costumes	price on application
<b>Deposit</b> <i>refundable; to cover loss or damage of hired costumes</i>	£10/item (minimum £30)

Theatre Technical Equipment Charges	All Users	
	day	week
Ceiling Mounted Bright Projector	£100.00	£220.00
Radio Mics <i>1 available at Winston Churchill Theatre</i>	£10.00	£37.00
Lapel Mics <i>2 available at Winston Churchill Theatre</i>	£12.00	£44.50
Vocal Mics <i>4 available both venues</i>	£7.00	£18.50
	per use	
Dimmers, gobos, DI Boxes, other selected stock <i>2 follow spots available</i>	FREE	
Mirror Ball, Pyro Firing Box	£10.00 each item	
Strobe Light	£20.00 each item	
Set of 4 x Par 16 'Birdi' with 12v Transformers, Set of 2 x Chroma-Q DMX Colour Scroller	£30.00 each item	
ROBE 250 Moving Spot Light (additional)	£40.00 each item	
Smoke Machine, Haze Machine	£50.00 each item	
Stage Gauze	£70.00 each item	
Pyrotechnics	Price on Application	