

Social and Commercial Ratecard 2015-16

These rates are for events that:

- are private and not available for general public, including Hillingdon residents, to attend, or
- are public, ticketed events but where tickets are not sold via the Hillingdon Box Office

For bookings for artistic activities accessible to and benefitting Hillingdon residents, see the Community Groups 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.

Refundable Deposits	All hirers
Ickenham Hall, Manor Farm House and Stables <i>hire of our smaller spaces</i>	£100.00
Compass Theatre, Winston Churchill Theatre, Great Barn <i>functions in our larger venues</i>	£500.00

Your deposit is taken to confirm your hire and is not part of the payment for your hire (but is normally refunded after your event). It can be forfeit if you overrun your time or there is damage or additional cleaning required.

Manor Farm Great Barn Weddings	Hillingdon Resident		Non-Hillingdon	
	Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Wedding/Partnership Ceremony <i>consisting of 4 hours, includes Duty Manager</i>	£520.00	£618.00	£664.80	£816.40
Wedding/Partnership Ceremony <i>includes seat setup, Duty Manager and access from 10am to 11pm. Please note that out of consideration for our neighbours, time extensions are not possible.</i>	£1451.00	£1937.00	£1792.00	£2499.40

Birthday Parties <i>for children's parties (max age 13), a 3 hour booking, including your set up and clear up time, with no Duty Manager charge (subject to staff availability)</i>	Hillingdon Resident	
	Mon-Thu	Fri - Sun, Bank Hol
Manor Farm Stables	£85.50	£111.00
Compass Long Room or Manor Farm Cow Byre Gallery	£63.00	£73.50
Compass Oak, Tate or Drawing Room	£51.00	£61.50
Compass Café Bar	£52.50	£64.50
Space for a Bouncy Castle <i>Compass Garden only; not possible at Manor Farm</i>	£7.30/hr	£9.00/hr

Other Function and Theatrical Hire Charges - Main Venues minimum hire duration is 5 hours for any space. For public events see also PRS charges.		Hillingdon Resident		Non-Hillingdon	
		Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Manor Farm Great Barn	<i>includes duty manager charge</i>	£130.00/hr	£154.50/hr	£166.20/hr	£204.10/hr
plus Stable		+ £28.50/hr	+ £37.00/hr	+ £35.00/hr	+ £45.00/hr
Manor Farm Stable <i>as main venue</i>		£45.50/hr	£57.00/hr	£54.20/hr	£68.00/hr
Winston Churchill Theatre Auditorium and Lounge	<i>includes duty manager charge, but not theatre technician (see below)</i>	£94.50/hr	£133.50/hr	£112.20/hr	£167.60/hr
Winston Churchill Lounge <i>as main venue</i>		£77.50/hr	£81.00/hr	£90.20/hr	£94.10/hr
Compass Theatre Auditorium and Café Bar		£81.50/hr	£97.00/hr	£92.10/hr	£111.60/hr
Compass Café Bar <i>as main venue</i>		£35.00/hr	£42.50/hr	£40.20/hr	£48.60/hr
Southlands Arts Centre Grounds - unstaffed		£200/day		£300/day	
Functions in other spaces: Compass Theatre Studio, Café Bar; Ickenham Hall rooms; Manor Farm House rooms or Cow Byre		Individual room rate (see additional rooms below) + per hour Duty Manager cost on top			

Service Charges	Hillingdon Resident		Non-Hillingdon	
Extra Duty Managers, Bar Staff or Ushers <i>for any additional staff supplied by us to supervise your event</i>	£17.50/hr	£21.00/hr	£20.20/hr	£24.10/hr
Theatre Technician <i>mandatory for bookings where there will be use of theatrical lights or sound system, including your own. Also chargeable for any additional technical setup time required outside your main hours</i>	£17.50/hr	£21.00/hr	£20.20/hr	£24.10/hr
Performing Rights Society Fees (concert) <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 £30, rising to 3.5% of gross box office + VAT (including sales by hirer)		Minimum charge £42, rising to 3.5% of gross box office + VAT (including sales by hirer)	
Performing Rights Society Fees (other) <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 £16, rising to 0.5% of gross box office + VAT (including sales by hirer)	
Hire of Tea Urns <i>at Winston Churchill Theatre</i>	£5.00 per urn each time		£7.00 per urn each time	
Corkage <i>where catering your own drinks at Compass Theatre</i>	£5.00 per bottle			

Penalty Charges	Hillingdon Resident		Non-Hillingdon	
Extra hours in building <i>if exceeding booked times without prior consent from management</i>	£150.00/hr plus Duty Manager		£200.00/hr plus Duty Manager	
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	

Additional Rooms and Grounds Hire <i>if you need additional rooms for your hire, once your main venue is selected</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*	£21.00/hr	£24.50/hr	£24.50/hr	£28.50/hr
Compass Hilliard Room*	£15.50/hr	£20.50/hr	£17.50/hr	£23.50/hr
Compass Oak, Tate* or Drawing Room*	£17.00/hr	£20.50/hr	£19.50/hr	£23.50/hr
Compass Café Bar	£17.50/hr	£21.50/hr	£20.00/hr	£24.50/hr
Compass Studio	£17.00/hr	£27.50/hr	£19.50/hr	£31.50/hr
Compass Garden <i>dry hire only, does not include barriers, stewarding or electric/water supplies</i>	£7.50/hr	£9.00/hr	£8.50/hr	£10.50/hr
Compass Auditorium <i>only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.</i>	£40.00/hr		£46.00/hr	
Winston Churchill Theatre Lounge	£61.50/hr		£72.00/hr	
Manor Farm Stable † <i>including use of kitchen</i>	£28.50/hr	£37.00/hr	£35.00/hr	£45.00/hr
Manor Farm Community Hut	£24.50/hr	£32.00/hr	£30.50/hr	£39.50/hr

† includes use of kitchen

* not accessible for those with wheelchairs/limited mobility

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
Deposit <i>refundable; to cover loss or damage of hired costumes</i>	£10/item (minimum £30)

Compass Theatre AV Equipment Hire	Hillingdon Resident	Non-Hillingdon
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 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	

Box Office and Publicity	Hillingdon Resident	Non-Hillingdon
Essential Publicity Package <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 one week's inclusion in our Uxbridge Gazette / Get West London advertising space.</i>	£84.00	£98.80
Box Office Commission <i>for tickets sold via Hillingdon Box Office</i>	8.7% of take + VAT but no less than £0.75/ticket	8.7% of take + VAT but no less than £1.30/ticket