

Community Groups Ratecard 2017-18

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 2018 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 & Grounds Hire	Hillingdon Resident		Non-Hillingdon	
	Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Manor Farm House Provost's Parlour*, Provost's Chamber**, Compass Long Room**	£15.00	£18.00	£17.50	£20.50
Compass Hilliard Room**	£11.50	£15.00	£13.00	£18.00
Compass Oak, Tate** or Drawing Room**	£12.50	£15.00	£14.00	£17.50
Compass Studio	£12.50	£20.00	£14.50	£23.50
Compass Garden dry hire only, does not include barriers, stewarding or electric/water supplies	£5.50	£7.00	£6.50	£8.00
Compass Auditorium only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.	£27.50		£34.50	
Winston Churchill Theatre Lounge	£28.50		£39.00	
Manor Farm Stable*	£16.00	£23.00	£19.50	£28.00
Manor Farm Community Hut	£7.50	£8.50	£12.00	£14.50
Manor Farm Cow Byre Exhibition Space <i>exhibition Sun-Sat, daytime openings 9-5</i>	£55.00 per week + 20% commission on sales		£74.00 per week + 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>	£86.00 per week + 20% commission on sales		£101.50 per week + 20% commission on sales	

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Frequent Activity Room Hire for groups making more than six room bookings per term	Hillingdon Resident		Non-Hillingdon	
	Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Manor Farm House Provost's Parlour*, Provost's Chamber**; Compass Long Room**	£14.50	£17.00	£18.50	£21.00
Compass Hilliard Room**	£10.50	£14.00	£13.00	£17.50
Compass Oak, Tate** or Drawing Room**	£11.50	£14.00	£14.50	£18.00
Compass Studio	£12.00	£19.00	£14.50	£23.50
Manor Farm Stable*	£15.00	£21.50	£19.50	£28.00

Theatre and Concert Charges		Hillingdon Resident		Non-Hillingdon	
see also "Theatre Service Charges" below as these are just basic hire costs and other fees may apply for box office and PRS		Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Winston Churchill Theatre Auditorium, Lounge and Dressing Rooms	<i>blocks of less than 4 hours</i>	£60.50	£110.00	£85.50	£158.00
	<i>bookings of 4-30 hours, includes tech charge</i>	£55.00	£63.50	£68.50	£78.00
	<i>bookings of over 30 hours, includes supervising tech only</i>	£40.00	£44.50	£50.50	£56.00
Compass Theatre Auditorium and Dressing Rooms	<i>bookings of 4-30 hours, includes tech charge</i>	£54.00	£61.50	£67.50	£78.00
	<i>bookings of over 30 hours, includes supervising tech only</i>	£37.50	£41.50	£47.50	£52.50
Manor Farm Great Barn	<i>minimum 4 hours, includes tech charge</i>	£79.50	£99.00	£102.50	£127.00

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Theatre and Concert Charges		Hillingdon Resident		Non-Hillingdon	
		Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
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>	£16.00	£20.00	£20.00	£25.00
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>	£28.00	£35.50	£36.00	£44.50
Performances in Manor Farm Grass Courtyard	<i>minimum 4 hours, includes supervising staff charge</i>	£36.00		£46.50	
Technician <i>chargeable for any additional tech hours required outside originally contracted hours. 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>		£15.00	£19.00	£18.00	£22.00
Duty Manager/Officer <i>for bookings requiring dedicated supervision or services, normally waived for public performances</i>		£15.00	£19.00	£18.00	£22.00
Compass Auditorium Restricted Use <i>performances or events working around another hirer's set or stage configuration, includes technician (minimum 4 hours)</i>		£42.50	£46.50	£52.50	£22.20
Storage in Compass Theatre Workshop <i>when booked alongside a performance</i>		£60.00 per week		£70.00 per week	

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Theatre Service Charges	Hillingdon Resident	Non-Hillingdon
Performing Rights Society Fees (concert) where copyrighted music (featured or incidental) makes up over 50% of the duration of the show and is not covered by grand rights.	Minimum charge £25, rising to 3.5% of gross box office + VAT (including sales by hirer)	Minimum charge £40, rising to 3.5% of gross box office + VAT (including sales by hirer)
Performing Rights Society Fees (other) where copyrighted music (featured or incidental) takes up less than 50% of the duration of the show.	Minimum charge £10, rising to 0.5% of gross box office + VAT (including sales by hirer)	Minimum charge £20, rising to 0.5% of gross box office + VAT (including sales by hirer)

Refundable Deposits	All hirers
<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

Theatre Technical Equipment Charges	All Users	
	day	week
Ceiling Mounted Bright Projector	£110.00	£240.00
Radio Mics - 1 available at Winston Churchill Theatre	£10.00	£40.00
Lapel Mics - 2 available at Winston Churchill Theatre	£15.00	£50.00
Vocal Mics - 4 available both venues	£10.00	-
	per use	
Dimmers, gobos, DI Boxes, other selected stock - 2 follow spotlights available	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	

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Penalty Charges	Hillingdon Resident	Non-Hillingdon
Extra hours in building if exceeding booked times without prior consent from management	£105.00	£120.00
Cleaning Charge for excessive cleaning requirements resulting from your hire	£100.00	£160.00

Box Office and Publicity	Hillingdon Resident	Non-Hillingdon
Essential Publicity Package	£90.00 per package	£110.00 per package
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.		
Box Office Commission <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 £1.00 /ticket
Box Office Commission <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 2017, hirer chooses how many tickets sold via Hillingdon Box Office	100% of tickets must be sold via Hillingdon Box Office
Ticket Print/Allocation to Hirer <i>for all tickets issued to hirer for sale outside Hillingdon Box Office</i>	£0.25 per ticket	N/A

Compass Theatre Costume Store	All hirers
Individual Adult Costume	£15.00 per week
Individual Child Costume	£10.00 per week
Accessories	£1.00 to £10.00 per week
Deposit refundable; to cover loss or damage of hired costumes	£10 per item (minimum £30)

* includes use of kitchen

** not accessible for those with wheelchairs/limited mobility