

Social and Commercial Ratecard 2019

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 October 2019 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 hire of our smaller spaces	£100.00
Compass Theatre, Winston Churchill Theatre, Great Barn functions in our larger venues	£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 Fri - Sun, Bank Hol	Non-Hillingdon Fri - Sun, Bank Hol
Wedding/Partnership Ceremony consisting of 4 hours (either 10am to 2pm or 3pm to 7pm), includes Duty Manager	£680.00 4 hours	£872.00 4 hours
Wedding/Partnership Ceremony 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.	£2,130.00 all day	£2,750.00 all day

Birthday Parties 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)	Hillingdon Resident	
	Mon-Thu	Fri - Sun, Bank Hol
Manor Farm Stables (other venues available please ask for details)	£90.00	£117.00

Other Function and Theatrical Hire Charges - Main Venues	Hillingdon Resident		Non-Hillingdon	
	Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
minimum hire duration is 5 hours for any space. For public events see also PRS charges.				
Manor Farm Great Barn <i>plus Stable</i>	£143.00	£170.00	£177.00	£218.00
includes duty manager charge	<i>add £30.00</i>	<i>add £39.00</i>	<i>add £37.00</i>	<i>add £47.00</i>
Manor Farm Stable as main venue	£49.00	£62.00	£61.00	£76.00
Winston Churchill Theatre Auditorium & Lounge	£118.00	£166.00	£158.00	£228.00
Winston Churchill Lounge as main venue	£108.00	£116.00	£133.00	£143.00
Compass Theatre Auditorium	£88.00	£106.00	£113.00	£133.00
Compass Café Bar as main venue	£56.50	£68.50	£70.50	£84.00
Southlands Arts Centre Grounds - unstaffed	£210.00 per day		£315.00 per day	

Service Charges	Hillingdon Resident		Non-Hillingdon	
Extra Duty Managers, Bar Staff or Ushers for any additional staff supplied by us to supervise your event	£19.00	£23.00	£24.00	£29.00
Theatre Technician Chargeable for any additional technical setup time required outside your main hours	£19.00	£23.00	£24.00	£29.00
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 £30, rising to 3.5% of gross box office + VAT (including sales by hirer)		Minimum charge £50, 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)	

Corkage where catering your own drinks at Compass Theatre	£5.00 per bottle			
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-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol

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Manor Farm House Provost's Parlour*, Provost's Chamber**; Compass Long Room**	£22.00	£25.50	£26.00	£30.00
Compass Hilliard Room**	£16.50	£21.50	£18.00	£25.00
Compass Oak, Tate** or Drawing Room**	£18.00	£21.50	£20.00	£25.00
Compass Café Bar	£18.50	£22.50	£21.00	£26.00
Compass Studio	£18.00	£29.00	£20.00	£33.00
Compass Garden dry hire only, does not include barriers, stewarding or electric/water supplies	£8.00	£9.50	£9.00	£11.00
Compass Auditorium only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.	£50.00	£60.00	£65.00	£75.00
Winston Churchill Theatre Lounge	£70.00		£85.00	
Manor Farm Stable* - including use of kitchen	£30.00	£39.00	£37.00	£47.00
Manor Farm Community Hut	£25.50	£33.50	£32.00	£41.00

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 spots 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	

Box Office and Publicity	Hillingdon Resident	Non-Hillingdon
Essential Publicity 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.	£90.00 per package	£110.00 per package
Box Office Commission for tickets sold via Hillingdon Box Office	8.7% of take + VAT but no less than £0.50/ticket	8.7% of take + VAT but no less than £1.00/ticket

Penalty Charges	Hillingdon Resident	Non-Hillingdon
Extra hours in building if exceeding booked times without prior consent from management	£170.00	£240.00
Cleaning Charge for excessive cleaning requirements resulting from your hire	£100.00	£160.00

* includes use of kitchen

** not accessible for those with wheelchairs/limited mobility