

Theatres and Room Hire Community Groups Rate 2023-24

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 31st March 2024 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
Compass Long Room**		£20.50	£24.60	£23.90	£28.00
Compass Oak, Tate** or Drawing Room**		£17.00	£20.50	£19.10	£23.90
Compass Studio		£17.00	£27.30	£19.80	£32.10
Compass Garden dry hire only, does not include barriers, stewarding or electric/water supplies		£7.50	£9.60	£8.80	£10.90
Compass Auditorium - Non Performance Use only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.		£37.60		£47.10	
Winston Churchill Theatre Lounge		£38.90		£53.30	
Frequent Activity Room Hire		Hillingdon Resident		Non-Hillingdon	
for groups making more than six room bookings per term		Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Compass Long Room**		£19.80	£23.30	£25.20	£28.70
Compass Oak, Tate** or Drawing Room**		£15.70	£19.10	£19.80	£24.60
Compass Studio		£16.40	£26.00	£19.80	£32.10
Theatre / Concert Charges (min. 4 hrs)		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	bookings of under 30 hours	£82.50	£150.20	£116.70	£215.70
	bookings of over 30 hours, includes supervising tech only	£54.60	£60.70	£68.90	£76.40
Compass Theatre Auditorium and Dressing Rooms	bookings of under 30 hours	£73.70	£84.00	£92.20	£106.50
	bookings of over 30 hours, includes supervising tech only	£51.20	£56.70	£64.90	£71.60
Performances in other spaces: Compass Theatre Studio, Café Bar, Ickenham Hall rooms	minimum 4 hours, includes supervising staff charge	£38.30	£54.00	£57.40	£70.30
Technician 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.		£26.00	£31.50	£33.00	£39.60
Duty Manager/Officer for bookings requiring dedicated supervision or services, normally waived for public performances		£26.00	£31.50	£32.80	£39.60
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 £34.20 rising to 3.5% of gross box office + VAT (including sales by hirer)		Minimum charge £54.60 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 £13.65 rising to 0.5% of gross box office + VAT (including sales by hirer)		Minimum charge £27.30 rising to 0.5% of gross box office + VAT (including sales by hirer)	
Ushers (per hour) if supplied by Hillingdon Theatres		£8.20		£15.10	

Refundable Deposits	All hirers
non-refundable in the event of cancellation, can be rolled from one booking to another in the same financial year	£300 per company per year, or £150 per company per year if all bookings under 3 days

Penalty Charges	Hillingdon Resident	Non-Hillingdon	
Extra hours in building (excludes Staff Charge) if exceeding booked times without prior consent from management	£143.40	£163.80	
Cleaning Charge for excessive cleaning requirements resulting from your hire	£136.50	£218.40	
Ticketing and Sales Find more about brochure deadlines and promoting your event at www.hillingdontheatres.uk/hire	Hillingdon Resident	Non-Hillingdon	
Brochure A 1/3 page entry in the quarterly Hillingdon Culture and Heritage brochure - distributed to LB Hillingdon Libraries, delivered to postal and email mailing lists, subscribed to by patrons when booking tickets.	122.90+VAT	£150.20+VAT	
Box Office Commission <i>for Compass Theatre, Compass Studio, Compass Café Bar and other rooms for tickets sold via Hillingdon Box Office</i>	10% of take + VAT but no less than £0.50/ticket at least 50% of tickets must be sold via Hillingdon Box Office	15% of take + VAT but no less than £1.10/ticket 100% of all ticket sales via Hillingdon Box Office	
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>	10% of take + VAT but no less than £0.50/ticket hirer chooses how many tickets sold via Hillingdon Box Office		
Ticket Print/Allocation to Hirer <i>for all tickets issued to hirer for sale outside Hillingdon Box Office</i>	£0.40 per ticket	£0.70 per ticket	
Theatre Technical Equipment Charges	LBH Resident Rate		
		day	week
Ceiling Mounted Bright Projector		£150.20	£327.60
Hand Held Microphone - Winston Churchill Theatre (each)		£13.70	£54.60
Lapel Mics - Winston Churchill Theatre (each)		£20.50	£68.30
Wired Vocal Mic (each)		£13.70	-
		Non-Resident Rate	
Ceiling Mounted Bright Projector		£163.80	£361.80
Hand Held Microphone - Winston Churchill Theatre (each)		£13.70	£54.60
Lapel Mics - Winston Churchill Theatre (each)		£20.50	£68.30
Wired Vocal Mic (each)		£13.70	-
LIGHTING AND FX (fixed charges for any hire period of 1 to 7 days) full details at hillingtontheatres.uk	see	LBH Resident Rate	Non-Resident Rate
FREE - Generic Lighting and Basic FX		£0.00	£0.00
Band 10 Lighting and FX		£13.70	£13.70
Band 20 Lighting and FX		£27.30	£27.30
Band 30 Lighting and FX		£41.00	£41.00
Band 40 Lighting and FX		£54.60	£54.60
Band 50 Lighting and FX		£68.30	£68.30
Band 70 Lighting and FX		£95.50	£95.50
Consumables		POA	POA
Portable Video/Data Projector		£102.40	£122.90
Photocopying - Per A4 Sheet		£0.65	£0.65
Compass Theatre Costume Store	All hirers		
Deposit refundable; to cover loss or damage of hired costumes		£10 per item (minimum £30)	
Individual Adult Costume		£20.50 per week	
Individual Child Costume		£13.65 per week	
Accessories		£1.00 to £10.00 per week	
Bulk Costume Hire Deposit (refundable; to cover loss or damage of hired costumes)		£100.00	
Bulk Costume Hire (10+ items)		£104.00 week 1, £52.00 subsequent weeks	

** not accessible for those with wheelchairs/limited mobility