

Theatres and Room Hire Social and Commercial Rate 2023-24

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 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.

Refundable Deposits	All hirers
Ickenham Hall and hire of our smaller spaces	£100.00
Compass Theatre, Winston Churchill Theatre	£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.

Functions and Theatrical Hire Charges - Main Venues		Hillingdon Resident		Non-Hillingdon	
minimum hire duration is 5 hours for any space. For public events see also PRS charges.		Mon-Thu	Fri - Sun, Bank Hol	Mon-Thu	Fri - Sun, Bank Hol
Winston Churchill Theatre Auditorium & Lounge*	includes duty manager & supervising theatre technician charge	£161.00	£227.00	£215.80	£311.20
Winston Churchill Lounge* as main venue*		£147.50	£158.50	£161.30	£195.20
Compass Theatre Auditorium		£120.25	£144.90	£154.60	£181.65
Compass Café Bar as main venue		£77.20	£93.70	£94.55	£114.70
Southlands Arts Centre Grounds - unstaffed		£286.70 per day		£430 per day	
Functions in other spaces: <small>Compass Theatre Studio, Ickenham Hall rooms</small>		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 for any additional staff supplied by us to supervise your event	£26.00	£31.50	£32.80	£39.60
Theatre Technician Chargeable for any additional technical setup time required outside your main hours and or operating shows	£26.00	£31.50	£33.00	£39.60
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 £40.95 rising to 3.5% of gross box office + VAT (including sales by hirer)		Minimum charge £68.25 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)	

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
Compass Long Room**	£30.00	£34.80	£35.50	£41.00
Compass Oak, Tate** or Drawing Room**	£24.60	£29.40	£27.30	£34.20
Compass Café Bar	£25.20	£30.70	£28.75	£35.50
Compass Studio	£24.60	£39.60	£27.30	£45.10
Compass Garden <i>dry hire only, does not include barriers, stewarding or electric/water supplies</i>	£10.90	£13.00	£12.35	£15.10
Compass Auditorium (inc DO) <i>only when hired as a "plain room" with no dressing rooms, stage lights, PA, equipment etc.</i>	£80.60	£114.75	£107.95	£114.75
Winston Churchill Theatre Lounge (inc DO)	£127.00		£155.60	
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) <i>see full details at hillingdontheatres.uk</i>	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	
Ticketing and Sales <i>Find more about brochure deadlines and promoting your event at www.hillingdontheatres.uk/hire</i>	Hillingdon Resident		Non-Hillingdon	
Brochure <i>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.</i>	£122.90 + vat		£150.20 + vat	
Box Office Commission <i>for tickets sold via Hillingdon Box Office</i>	10% of take + VAT but no less than £1.35/ticket		15% of take + VAT but no less than £2.10/ticket	
Penalty Charges	Hillingdon Resident		Non-Hillingdon	

Extra hours in building (excludes Staff Charges) if exceeding booked times without prior consent from management	£232.00	£327.50
Cleaning Charge for excessive cleaning requirements resulting from your hire	£136.50	£218.40
<i>* includes use of kitchen</i>		
<i>** not accessible for those with wheelchairs/limited mobility</i>		