



**ROYAL  
MANOR  
THEATRE**

## Theatre Charges 2023/24

### Lower Hall

*Includes use of kitchen*

Half day room hire - £50.00

Full day room hire - £80.00

*Full day: 0900 - 2200 inclusive (or as otherwise agreed)*

### Auditorium & Stage

*Includes use of changing room (Green Room)*

Half day hire - £70.00

Full day hire - £130.00

*Full day: 0900 - 2200 inclusive (or as otherwise agreed)*

### Entire Building

*Lower Hall, Kitchen, Auditorium, Stage, Green Room*

Half day hire - £90.00

Full day hire - £170.00

*Full day: 0900 - 2200 inclusive (or as otherwise agreed)*

### Additional Charges:

*Equipment, services etc.*

Bar hire (staffed) - £20.00

*Rate is per hour. Minimum hire charge; 2hrs*

1 x Technician hire - £10.00

*Technician rate is per hour. Minimum hire charge; 1hr*

Box Office service - £10.00

*Available from 30 minutes before event commence time*

Projector & Screen hire - £40.00

*Rate is per day (regardless of time required). Auditorium only.*

P.A system / audio hire (auditorium only) - £20.00

*Rate is per day (regardless of time required). Auditorium only.*

Projector & screen hire (including audio) - £50.00

*Rate is per day (regardless of time required). Auditorium only.*

Lighting system hire - £50.00

*Rate is per day (regardless of time required). Auditorium only.*

Commissions - 10%

*Selling something yourself? Commission may apply to merchandise.*

*Includes (but not limited to) programmes, CD's, DVD's, Books etc.*

#### Booking Terms:

In all cases, a 50% non-refundable deposit is required to secure the booking. This is followed by the final balance 14 days prior to event date. If the event is due to commence within 14 days of the booking, then the full amount will be due immediately. All monies paid are non-refundable in accordance with our terms and conditions of hire.

#### Thinking of screening a film? Please read:

If you're thinking of screening a movie, you'll almost certainly require a licence. That is unless of course you, or someone you know, owns the rights to the movie, in which case, you'll need to provide us with proof that no licence will be required. As a guide for screening a movie, you'll be looking at fees starting at around £99.60. This isn't something we charge. This is a fee set by Filmbank Media, who authorise the public screening of movies in the UK. If you're charging people to see the movie, then Filmbank will want to know the number of people who came to see it, and will charge a percentage based on the ticket sales. You will be expected to pay all fees associated with this. You'll also be required to supply the media that you wish to have screened. You will then need to pay the relevant hire fees as per the tariff.