

Guiseley Theatre Scale of Charges 2020

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ROOM HIRE AT AN HOURLY RATE

Suitable for groups and classes. The room can be accessed 15 minutes before for set-up.

| Room | 09:00 - 18:00 | 18:00 - Midnight |
|---|----------------------|-------------------------|
| BARNEY COLEHAN HALL Monday to Friday Saturday and Sunday (See note) | £19.00 £34.00 | £34.00 £40.00 |
| STRAUSS, OFFENBACH, ANNEXE Monday to Friday Saturday and Sunday (See note) | £10.50 £12.00 | £12.00 £14.00 |
| LEHAR Monday to Friday Saturday and Sunday | £7.50 £8.50 | £8.50 £10.50 |
| KITCHEN (inc. use of crockery and equipment) | £7.50 | £7.50 |

Notes:

Minimum charge is for three hours for all Saturday and Sunday bookings.

If the booking falls into both daytime and evening slots then the segment into which most of the booking falls will determine the applicable price.

All breakages are to be paid for at cost.

| OTHER CHARGES | |
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| Wifi Access | Available on request |
| Pre-packed coffee and tea with biscuits and milk served by theatre | £2 per cup |
| Invoice late payment reminder sent after 30, 45 and 60 days | £17.00 per reminder |

GUISELEY THEATRE

WHEN BARNEY COLEHAN HALL USED AS A THEATRE

Any extra time or rooms required will be charged at the standard hourly rates as stated above.

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| FULL THEATRE SET- UP - HALF DAY RATE Based on a 4 hour duration. Includes stage, auditorium, under-stage dressing rooms, one downstairs dressing room lighting and sound systems. | £319.50 |
| FULL THEATRE SET- UP - FULL DAY RATE Based on a 10 hour duration. Includes stage, auditorium, under-stage dressing rooms, one downstairs dressing room, lighting and sound systems. | £639.00 |
| Star Cloth Hire | £35 |
| Follow Spot Hire (2 available) | £27.00 each per performance. |
| Sound/Lighting Engineers Our technicians can be hired to do anything from setting up and demonstrating the theatre systems for you to running the tech for the show. | By negotiation |
| DISCOUNTED RATES Two - three performances Four - six performances Seven or more performances | 5% 10% 15% |
| ADDITIONAL CHARGES Theatre Stewards (A minimum of 3 stewards are required in the auditorium during any theatre show. These can be provided by your organisation or staffed by the theatre for a charge.) Theatre Online/Telephone Box Office Service Theatre Bar Theatre Sweet Shop Use of scenery workshop | £34.50 each £34.50 per event Free of Charge Free of Charge £20 a day |

GUISELEY THEATRE

MARKETING

The **display only** of printed publicity provided by the hirer can be arranged internally and/or externally by negotiation, subject to availability. This includes A5 fliers, A4/A3/A1 and A0 posters, as well as a custom banner for the front of the building. This must be delivered or posted to the theatre. **If you require the design services of the theatre, please get in touch at info@guiseleytheatre.org for a bespoke quote.**

OTHER CHARGES

Wifi Access

Available on request

Pre-packed coffee and tea with biscuits and milk served by theatre

£2 per cup

Invoice late payment reminder sent after 30, 45 and 60 days

£17.00 per reminder

WHEN BARNEY COLEHAN HALL USED FOR FUNCTIONS AND EVENTS

The following is based on a **5 hour** duration. Any extra time or rooms required will be charged at the standard hourly rates as stated above.

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| MAIN HALL, STAGE AND THEATRE BAR ONLY | |
| Weekday evening (after 18.00) | £170.00 |
| Saturday and Sunday (between 9.00 -18.00) | £170.00 |
| Saturday and Sunday (after 18.00) | £200 |
| ADDITIONAL CHARGES | |
| Theatre Sound System for music | £30 |
| General Theatre Lighting pre- set | £30 |
| Star Cloth | £35 |
| Theatre Sound/Lighting Engineers | By negotiation |
| Room set up - tables and chairs The theatre has a supply of tables and chairs to be used by hirers on a DIY basis. If you require the room to be pre-set for your arrival, the following charge will apply. | £50 |
| Complete Room Clear Up If you require the room to be cleared after the event - includes Theatre tables, chairs, rubbish and your decorations to be left in a pile to be collected the following day. Excessive decoration may incur an additional charge by negotiation with the hirer. | £100 |

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| OTHER CHARGES | |
| Wifi Access | Available on request |
| Pre-packed coffee and tea with biscuits and milk served by theatre | £2 per cup |
| Invoice late payment reminder sent after 30, 45 and 60 days | £17.00 per reminder |

WHEN THEATRE USED FOR A WEDDING

Prices include **exclusive** use of the theatre for your wedding day, the evening before and the morning after.
Additional time required will be charged at the standard hourly room hire rates as above.

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| <p>WHOLE BUILDING Exclusive use of the theatre from 10am until midnight on your wedding day. Use of the Theatre the afternoon before and morning after your wedding to set up and take down. Inclusive of Guiseley Theatre bar and stewards and theatre sound/lighting systems (does not include technician)</p> | <p>£1500</p> |
| <p>OPTIONAL EXTRAS</p> | |
| <p>Star Cloth Hire</p> <p>Room set up - tables and chairs The theatre has a supply of tables and chairs to be used by hirers on a DIY basis. If you require the room to be pre-set for your arrival, the following charge will apply.</p> <p>Complete Room Clear Up If you require the room to be cleared after the event - includes Theatre tables, chairs, decorations to be left in a pile to be collected the following day. Excessive decoration may incur an additional charge by negotiation with the hirer.</p> | <p>£35</p> <p>£50</p> <p>£100</p> |

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|---|-----------------------------|
| <p>OTHER CHARGES</p> | |
| <p>Wifi Access</p> | <p>Available on request</p> |
| <p>Pre-packed coffee and tea with biscuits and milk served by theatre</p> | <p>£2 per cup</p> |
| <p>Invoice late payment reminder sent after 30, 45 and 60 days</p> | <p>£17.00 per reminder</p> |