

## Guide Notes for Hiring Cottiers Theatre

The Theatre is available to let on a full day or half day rate.

**Full day let** - 12 hour let of venue, with 10 hours use of the space plus 2 x 1 hour meal breaks - **£600 inc. VAT**

**Half day let** - 5 hour let of the building, with 5 hours use of the space - **£500 inc. VAT**

**Live Music Half Day Let** – 7 hour let of the building (4pm-11pm) with 7 hours use of the space - **£500 inc. VAT**

The let includes one technician to assist with lighting and sound plus provision of staff for box office, access to the bar for your customers and listing of your show on our box office system and website.

The tech spec for the theatre shows all the equipment which is included as standard in your hire. Any additional equipment must be hired in. We are happy to sub-hire equipment on your behalf from third party suppliers if you'd like, provided we are given at least **14 days notice**.

Some of the equipment regularly requested is shown on the hire form along with the cost per day (inc. VAT).

If you want us to hire any of this kit for you, please mark Yes in the relevant boxes and specify the number of sets required where appropriate. Other requests may also be possible. Please list these in the "other" section and contact our venue technician on [technical@cottiers.com](mailto:technical@cottiers.com) to discuss your requirements.

If you're arranging hires from other companies directly, please bear in mind our venue is not manned full time, so you'll need to contact our technician to arrange suitable times for delivery and collection.

The tech spec for the theatre shows the layout of the auditorium, plus gives details of all the lighting and sound equipment available as standard. Standard lighting and the installed parts of the sound kit (speakers, mixing desk etc) will be set up for your arrival.

The default state of the venue is for performances to take place at floor level at the pulpit end. If you wish, a raised staging platform can be erected to a height of 1m, in sections of 8m x 4m.

Any other equipment (e.g. mics, monitors, additional hire equipment) will be set up during your let hours.

You can request to have some or all of this equipment pre-rigged if you want, but this will incur an extra charge of at least £80 (minimum 4 hour call @ £20 per hour). If you want items pre-rigged, please send lighting plots, sound design and technical drawings to [technical@cottiers.com](mailto:technical@cottiers.com)

We request a **minimum of 50 tickets per show** to sell through our Box Office.

You can also sell tickets through other suppliers if you wish, but please note we can't provide any physical tickets for you to pass on to them or to sell yourself. We can only generate tickets for sales through our own Box Office.

If you are selling tickets through other suppliers, someone from your company must be in the front of house area before each show to distribute these tickets and deal with any queries about them. Our Box Office staff and ushers can only help with tickets sold through the Theatre's Box Office.

Your estimated hire cost will be made up of the standard let fees, any equipment hire fees shown on this form and any additional hours requested on this form (outside the standard let hours). Additional hours are charged at **£20 per hour** (inc. VAT)

Once your hire has been confirmed, we will issue a deposit invoice for 25% of your total estimated hire cost. This deposit is **NON-REFUNDABLE**.