**Private Hire Rates 2019**

The Riley Theatre Hire Packages

**Get-Ins, Technical set up and rehearsals**

The fee includes:

Use of all theatre equipment including PA, lighting rig and projector. Any extra equipment can be sourced and charged at cost. Please liaise directly with our technical manager in advance to discuss your requirements.

2 x theatre technicians will be on site throughout your hire period to advise and support your event from get in, set up, rigging, technical rehearsals through to the performance.

The theatre is bookable with a minimum six hour call designated half day up to a 12 hour call designated full day.

At the discretion of the theatre manager extra hours over and above the half day /full day call may be negotiated at the hourly rate.

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|  | Commercial rate | Discount rate |
| half day | £480 | £390 |
| Full day | £960 | £780 |
| Hourly rate | £80ph | £65ph |

**Performance**

The fee includes:

Technical support as above.

All Front of House staff including box office assistant and Duty Manager.

Cafe / Bar facility

Use of backstage changing rooms x 2

Exclusive use of Studio 2 as green room.

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| --- | --- | --- |
|  | Commercial rate | Discount |
| half day | £810 | £690 |
| Full day | £1620 | £1380 |
| Hourly rate | £135ph | £115ph |

The theatre is bookable with a minimum six hour call designated half day up to a 12 hour call designated full day.

At the discretion of the theatre manager extra hours over and above the half day /full day call may be negotiated at the hourly rate.

**Box Office Information**

The Riley Theatre will sell tickets for all events via the NSCD computerised Box Office system located at the theatre reception desk and also through the NSCD Riley Theatre website.

There is a 10% + VAT box office commission fee charged on all tickets sold to be deducted at time of post-show settlement. Marketing support is not automatically included in the hire packages but our staff will be happy to discuss, offer support and advise on your requirements to help ensure that your event is a success.

NSCD Studio Hire

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| --- | --- | --- |
| Studio | Commercial rate | Discount rate |
| 2 | £31 | £23 |
| 3 | £36 | £26 |
| 4 | £36 | £26 |
| 5 | £36 | £26 |
| 6 | £36 | £26 |
| 7 | £36 | £26 |
| Lighting studio | £31 | £23 |
| Meeting room | £26 | £21 |
| Seminar room | £26 | £21 |

**Discounts**

The Riley Theatre and NSCD Studio hire discount rate will only be granted to registered charities or “not for profit” organisations and individual artists and supporting documentation will be requested before discount rate can be agreed.

Studio hire requested outside of normal School opening times will incur an additional fee of £50 per hour and agreed at the discretion of NSCD.

**Sharing**

The Riley Theatre is available for “sharing” performances within the school designated opening times at a cost of £60 per hour. The package includes:

Use of the theatre stage and auditorium seating.

2 x Front of House staff.

Please note that no technical equipment or technical staffing is included in this package. The theatre stage and auditorium will be lit by working lights only. All sharing hires must be discussed with theatre manager to ascertain ones requirements.

If a sharing hire is requested outside of School opening times an additional fee of £30 per hour will be charged and booking will be at the discretion of NSCD.