



Venue Hire Rates

- Riley Theatre
- NSCD Studios



Riley Theatre

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, including get in, set up, rigging, technical rehearsals through to performance.

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

Period	Standard rate	Discount rate
Half day	£528	£430
Full day	£1056	£860
Hourly	£88	£72

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

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

Period	Standard rate	Discount rate
Half day	£890	£760
Full day	£1780	£1520
Hourly	£148	£127

Sharing

Riley Theatre is available for “sharing” performances within the school’s designated opening hours at a cost of £70 per hour. The package includes:

- Use of the theatre stage and auditorium seating
- 2x 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 your requirements.

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

Box Office information

Riley Theatre will sell tickets for all performance events via the Box Office and 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 included in the hire packages but our staff will be happy to discuss your requirements and offer support and advice to help ensure that your event is a success.

NSCD Studios

Studio	Standard rate	Discount rate
2	£34	£26
3	£40	£29
4	£40	£29
5	£40	£29
6	£40	£29
7	£40	£29
Lighting studio	£34	£26
Meeting room	£29	£23
Seminar room	£29	£23

Discounts

Discount rates will only be granted to registered charities or “not for profit” organisations and individual artists. Supporting documentation will be requested before discount rates can be agreed.

Studio hire that is requested outside of normal School opening hours will incur an additional fee of £80 per hour and agreed at the discretion of NSCD.