

Hire Rates and Information

These Theatre, Studio and Room Hire rates are **effective from April 2024** and are quoted below excluding VAT. NSCD will add VAT to the amounts quoted for future Hires.

The discounted concessionary rate is offered at the discretion of NSCD and as a guide will be granted to registered charities, community or not-for-profit organisations and individual artists. Supporting documentation may be requested before a discounted rate can be agreed.

NSCD is open for hire during the Academic Term on weekday evenings (17:30 – 20:45) and weekend daytimes (9:30 – 16:45) and outside the Academic Term on weekdays (9:30 – 16:45). Hires outside of these hours are at the discretion of NSCD and, where available, will be subject to the **Out of Hours Surcharge** per hour.

Payment in full in advance is required to confirm your booking.

Studio & Room Hire Rates

Studio Hires are for access to a studio via reception with a self-operated lighting and sound system.

| Studio | Standard rate (per hour) | Concessionary rate (per hour) |
|-----------------|-----------------------------|----------------------------------|
| 2 | £40 | £30 |
| 3 | £44 | £33 |
| 4 | £44 | £33 |
| 5 | £44 | £33 |
| 6 | £44 | £33 |
| 7 | £44 | £33 |
| Lighting Studio | £40 | £30 |
| Meeting Room | £32 | £24 |
| Seminar Room | £32 | £24 |

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| Out of Hours Surcharge (per hour) | £50 | £50 |
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Theatre Hire Package Rates

Theatre Stage only

Includes:

- Access to Theatre Stage
- Self-operated lighting and sound system.

Suitable for rehearsals and photoshoots etc

| | Commercial rate (per hour) | Concessionary rate (per hour) |
|-----------------------|---------------------------------------|--|
| Theatre Stage Only | £80 | £60 |

Theatre Stage plus Technical Support

This package includes:

- Access to the Theatre
- Technical Support from one Technician.

The Technician will put a basic wash of light on the lighting rig and provide the main theatre sound system for the Hirer to play music using their laptop or phone. Technician support is available throughout your booking.

| | Commercial rate (per hour) | Concessionary Rate (per hour) |
|--|---------------------------------------|--|
| Theatre Stage plus Technical Support | £105 | £85 |

Theatre Rehearsals, Get-Ins and Technical Set Up

This package includes:

- Two Theatre Technicians to advise and support throughout your booking including get in, set up, rigging and technical rehearsals.
- Use of all theatre equipment including PA, lighting rig and projector.

Please liaise directly with our Technical Manager at least 4 weeks before your hire to discuss your technical requirements.

The theatre is bookable on this basis with a minimum six-hour call (designated as a half day) up to a twelve-hour call (designated as a full day). At the discretion of the Theatre Manager extra hours over and above a half or full day call may be negotiated at the hourly rate.

| | Commercial Rate | Concessionary Rate |
|-------------------------|------------------------|---------------------------|
| Full Day (12-hour call) | £1,560 | £1,320 |
| Half Day (6-hour call) | £780 | £660 |
| Additional hours call | £150 | £130 |

Any extra equipment can be sourced and charged at cost – please request a quotation as part of your booking.

Please note this package **does not include** Front of House Staff or the Café Bar service.

Theatre Performance

This package includes technical support outlined in the **Theatre Rehearsals, Get-Ins and Technical Set Up** package, plus:

- Duty Manager and up to seven Front of House staff including Box Office Assistant.
- Security and use of Car Park.
- Use of Café/Bar facility
- Exclusive use of Studio 2 as a green room.
- Use of backstage changing rooms

The theatre is bookable with a minimum six-hour call (designated as a half day) up to a twelve-hour call (designated as a full day). At the discretion of the Theatre Manager extra hours over and above the half or full day call may be negotiated at the hourly rate.

| | Commercial Rate | Concessionary Rate |
|-------------------------|------------------------|---------------------------|
| Full Day (12-hour call) | £2,140 | £1,900 |
| Half Day (6-hour call) | £1,360 | £1,240 |
| Additional hours call | £150 | £130 |

Additional rehearsal studios can be booked based on our published room hire rates – please request a quotation.

Additional equipment can be hired for your performance – please request a quotation as part of your booking.

Out of Hours Surcharge

Hires outside of our normal opening hours are at the discretion of NSCD and, where available, will be subject to the **Out of Hours Surcharge** per hour. This is added to any other costs quoted.

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|-----------------------------------|-----|
| Out of Hours Surcharge (per hour) | £50 |
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Box Office, Sales & Marketing Information

Your event will be listed on the Riley Theatre website, and Riley Theatre will sell tickets for all events via the School Box Office system. There is a 10% + VAT Box Office commission fee charged on all tickets sold plus 4% fee for bank charges, to be deducted at time of post-show settlement.

Marketing support is not included in any of our hire packages but our staff will be happy to offer advice to help ensure that your event is a success.