

Services and Rates of Pay

Studio & Room Hire Rates

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

| Studio | Size / Max Capacity | Commercial rate (per hour) | Concessionary rate (per hour) |
|-----------------|---------------------|----------------------------|-------------------------------|
| 2 | 30 | £50 | £38 |
| 3 | 30 | £50 | £38 |
| 4 | 30 | £50 | £38 |
| 5 | 30 | £50 | £38 |
| 6 | 30 | £50 | £38 |
| 7 | 30 | £50 | £38 |
| Lighting Studio | 30 | £45 | £35 |
| Meeting Room | 30 | £35 | £28 |
| Seminar Room | 30 | £35 | £28 |

Theatre Hire Package Rates

Theatre Stage Only

Access to Theatre Stage only with a self-operated lighting and sound system. Suitable for rehearsals and photo shoots etc.

| | Commercial rate (per hour) | Concessionary rate (per hour) |
|---------------------------|----------------------------|-------------------------------|
| Theatre Stage Only | £100 | £80 |

Theatre Stage with Technical Support Package

Access to Theatre, plus Technical Support from one Technician. The Technician will operate the lighting rig providing a basic wash of light and provide the main theatre sound system for the Hirer to play music using their laptop or phone. Technician available for support throughout the booking. There is a minimum of 6hrs hire for this package.

| | Commercial rate (per hour) | Concessionary rate (per hour) |
|---|----------------------------|-------------------------------|
| Theatre Stage plus Technical Support | £125 | £105 |

Theatre Rehearsals, Get-Ins and Technical Set Up

The Rehearsal Package includes:

- Two 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.
- Use of all theatre equipment including PA, lighting rig and projector.
- Any extra equipment can be sourced and charged at cost – please request a quotation.
- There are no Front of House Staff, the Café Bar service is not available.

Please liaise directly with our Technical Manager in advance 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.

In discussions with the Theatre Manager, extra hours over and above the half day or full day call may be charged at the hourly rate.

| | Commercial rate | Concessionary rate |
|---------------------------------------|------------------------|---------------------------|
| Full Day (12-hour call) | £1,800 | £1,560 |
| Half Day (6-hour call) | £900 | £780 |
| Added hour call (per hour) | £170 | £150 |

Theatre Performance

The Performance Package includes:

- Technical Support as per the 'Technical Support Package' above plus the Performance Package.
- Duty Manager and up to seven Front of House staff including Box Office Assistant.
- Security and use of Car Park.
- Use of Cafe Bar Facility.
- Exclusive use of Studio 2 as Green Room.
- Use of backstage changing rooms.

Additional charges

- 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.

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.

In discussions with the Theatre Manager, extra hours over and above the half day or full day call may be charged at the hourly rate

| | Commercial rate | Concessionary rate |
|---------------------------------------|------------------------|---------------------------|
| Full Day (12-hour call) | £2,600 | £2,405 |
| Half Day (6-hour call) | £1,650 | £1,525 |
| Added hour call (per hour) | £220 | £200 |

Out of Hours Surcharge

The School is open for hire during the Academic Term on weekday evenings (from 5.15pm – 8.45pm and weekend daytimes (9.00am – 5.00pm). Outside Academic Term is available on weekdays from 9.00am – 5.00pm. Hires outside of these hours are at the discretion of the School and, where available, will be subject to the **Out of Hours Surcharge** per hour. This is added to any other costs quoted.

| | Commercial rate | Concessionary rate |
|--|------------------------|---------------------------|
| Out of Hours Surcharge (per hour) | £100 | £100 |

Box Office & Sales Information

Events can be advertised on the Riley Theatre website and NSCD Social Media Channels where relevant. The Riley Theatre can provide a service to sell tickets for all events via the School Box Office system located at the theatre reception desk and through the Riley Theatre website. A one-off charge of £50 to be applied to all Box Office Ticket agreements covering Website set up and Box office staff.

There is a 10% + VAT box office commission fee charged on all tickets sold plus 4% fee for bank charges. These costs will be deducted at the time of post-show settlement.

Marketing support is not included in the hire packages, but our staff are available to contract, to support and ensure your event is a success. Rates of pay will be discussed depending on the nature of the work involved.