



# Welcome to The Electric Theatre (Guildford)

Here you'll find all the basic information about the Theatre, as well as the facilities and equipment that are available for hire.

General Manager:

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Development Manager

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General Box Office

01483 501 200

Website

[www.electric.theatre](http://www.electric.theatre)

## Facilities for Hire

### Auditorium

#### Formats / capacities

Theatre style	180 seats (210 seats with the orchestra pit seating made available)
Standing	250
Cabaret style	100

For other Auditorium formats / capacities, please contact the Technical Team.

#### Hire Fees

(figures exc VAT)

	Commercial Rate	20% Community discount rate
Weekly rate	£3315	£2652
Daily rate	£1221	£976.80

*Please note: A commission is payable on all ticket sales taken through The Electric Theatre Box Office (see 'Recharges / Costs' for more information). For all performances sold through the Theatre's Box Office, four house seats will be held off sale.*

Weekly rate includes Sunday 10:00 - 23:00  
Monday 10:00 – 2300  
Tuesday to Friday 17:30 – 2300  
Saturday 13:00 – 23:00

Use of the Auditorium during the day on Tuesday to Friday is subject to availability and an additional charge will be levied.

Daily rate One day from 10:00 – 23:00

#### Included in the Amateur/ Non-Commercial Rates:

- Duty Technician (to supervise the production, not to operate sound / LX or stage manage)
- Duty Manager (for performances)
- Ushers (for performances)
- Box Office ticket sales (online, in person, by post and by phone)
- Use of the Theatre's drapes, rostra, lighting and sound equipment
- Use of two Dressing Rooms (from 1400 on a Monday for a week long hire)

#### Included in the Commercial Rate:

- Duty Technician (to supervise the production, not to operate sound / LX or stage manage)
- Duty Manager (for performances)
- Ushers (for performances)
- Box Office ticket sales (online, in person, by post and by phone)
- Use of the Theatre's drapes, rostra, lighting and sound equipment
- Use of two Dressing Rooms (from 1400 on a Monday for a week long hire)

The Farley Room can be used for additional dressing room space (subject to availability). There is a separate hire fee for the use of this area and it must be cleared following every performance.



## Farley Room

### Formats / capacities

Theatre style	30 side on
Theatre style	50 end on
Classroom style	24
Around tables	24
Horseshoe	15

Please note: the Farley Room is only accessible by stairs.

**Hire Fees** (the current rate of VAT will be added to all hire fees)

	Amateur/ Non-Commercial Rate	Commercial Rate
Hourly rate	£27	POA



## Café Bar

### Formats / capacities

Theatre style	80, plus 10 standing
Café style	45, plus 10 standing

**Hire Fees** (the current rate of VAT will be added to all hire fees)

Hourly rate	£36
Exclusive use	POA

## Recharges / Costs

Please note: the current rate of VAT will be added to all costs included in this pack, including hire fees

<b>Deposits</b>							
Deposit for hire fees (To be paid in advance of the booking)	£250 + VAT for week long hires £100 + VAT for day long hires						
<b>Box Office</b>							
Commission on ticket sales (This applies to all events where tickets are sold through the Theatre's Box Office)	10% on all sales						
Ticket printing fee (This applies to events where tickets are printed for sale at external box offices / through local groups / agency tickets etc.)	£0.12 per ticket						
<b>PRS</b>							
Applies to all performances with music (unless confirmation is given by the hirer that the music being performed is not subject to PRS)	From 3% of gross Box Office income (depending on genre)						
<b>Insurance</b>							
Public Liability Insurance (£5million) (NB if proof of £5million PL insurance is not provided in advance of the hire, the amount opposite will be added to the event settlement)	£205 for week long hires £67 for day long hires						
<b>Marketing</b>							
The Electric Theatre Season Brochure inclusion:	<table border="0"> <tr> <td>1/3 of a page</td> <td>Free</td> </tr> <tr> <td>Two thirds of a page</td> <td>£125</td> </tr> <tr> <td>Full page</td> <td>£220</td> </tr> </table>	1/3 of a page	Free	Two thirds of a page	£125	Full page	£220
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<b>Technical</b>							
The Theatre's up to date Tech Spec is available online at <a href="http://www.electrictheatre.co.uk">www.electrictheatre.co.uk</a>							
Smoke / haze machine (including 1 x 2.5litre bottle of fluid)	£33 for week long hires £17 for day long hires						
Projector Christie DHD 951Q 8500LM HD projector with lens 0.8-1.0 or 1.6-2.4	£300 per week £100 per day						
Projector Epson EMP7900 XGA 4000LM projector with lens 1:1.35	£200 per week £75 per day						
22ft x 17ft rear projection screen Fixed position bar 12	£150 per week £75 per day						
12ft x 9ft rear projection screen	£100 per week £50 per day						
8ft x 6ft front projection screen	£80 per week £40 per day						
Extra hours / part hours (outside of contracted hours, including run overs)	£106 without notice £71 with prior notice						
Technical staff (including sound / LX operators)	£16 per hour						
Pit installation / removal	£96						
Robe Robin DLS Lights	£108 per week per light £54 per day per light						
Other technical equipment/services may be available. Please contact the Technical Team for a specific quote							
<b>Catering</b>							
Bar tab (on agreement)	As taken						
<b>Other</b>							
Extra car parking (if available)	£16 per space						
Clean up fee	From £280						
Security – per person, per hour, minimum 4 hour call	£18 per hour						
Photocopying (black and white only)	£0.13 per A4 sheet						

## **Other Information**

### **Catering**

The Electric Theatre Café Bar is open to the public from 1000 – 1700 on Saturday, and from 4:30 until after the interval on a show night, the Cafe Bar may stay open after the performance by agreement. The Café Bar serves a range of hot, alcohol and soft drinks as well as snacks.

### **Marketing**

The marketing of your event at The Electric Theatre is your responsibility; however, our Marketing Team is able to provide support and advice if you need it.

### **Box Office**

The Box Office will contact you directly to confirm your event details. These will include dates / times, ticket prices and concessions, format and general sales information.

### **Car Parking**

Included in your hire are three car parking spaces by the Theatre's Stage Door. When using these spaces a valid Electric Theatre Parking Permit must be displayed. These are available from a member of Theatre staff at the start of your hire. Please be aware that Parking Enforcement Officers do patrol this area, and you are responsible for ensuring that your vehicles display a valid permit.

As a rule, no other car parking is available at the Theatre, other than for disabled patrons. However if you do require extra then please check with a member of Theatre staff in advance as on occasion it may be possible to arrange. Any extra parking will be recharged.

The nearest pay and display car park is Bedford Road, by the Odeon Cinema.

### **General**

Wi-Fi is available in most areas of The Electric Theatre. This is free of charge.

We hope you enjoy your visit to The Electric Theatre and if you require any further information please do not hesitate to contact us.