

UNDER GROUND THEATRE – HIRING PRICE LIST (from Jan 2015)

When a prospective hirer approaches the hiring secretary, Philip Anson, he will normally send out a REQUEST FOR A QUOTE to obtain all the necessary details required to quote a price for hiring the Eastbourne Arts Centre Premises.

For your information the following are the standard charges from which your quote will be calculated.

A **deposit of £50 or 10% of the hire price** (whichever is the greater) will be payable on confirming the hire, and a cheque should accompany the signed booking confirmation form (contract) when returned to the hirings officer of the UGT. This will be deducted from hirer's final invoices.

Full Premises (when audience is on the premises) - **£60 per Hour**

Get in time, Rehearsal Time, Get Out time (when NO audience is on the premises) - **£40 per hour**

Hiring ONLY the servery by itself - **£40 per hour**

(Minimum hiring – 2 hours and time is charged in 15 min blocks thereafter)

Use of music during performance (played or performed) – **See separate document re PRS fees.**

Printing of Tickets – **Please contact Chris@EVCDigital.co.uk Ltd for a quote (07984 772324)**

Tuning of Grand Piano - **£45 (weekday) & £55 (weekend)** – direct cost of tuner

Hirers normally provide their own “front of house” team to sell tickets and check patrons in at the door to the auditorium. If we provide a team of two volunteers to carry out this task then the charge will be **£30 per performance** (subject to volunteer availability). The volunteers may leave the premises once the performance starts.

Many hirers like to make an advance reconnaissance visit to check on technical matters in the company of one of our technical team, at a mutually convenient time for you and our technical representative. **We make a charge of £20 per hour for this service**

Technician time – Included in hire fee

Other Services – By Negotiation

IF YOU REQUIRE ANY OF THE ABOVE ADDITIONAL SERVICES, YOU MUST INCLUDE THEM ON YOUR REQUEST FOR A QUOTE FORM IN THE BOX MADE “OTHER SERVICES” SO THAT WE ARE ABLE TO QUOTE YOU AN ACCURATE PRICE

UGT Brochure

The UGT publishes a brochure three times a year Jan-Apr, May-Aug & Sept –Dec. If a hiring is received by the copy date advised to the hirer the hirer is entitled to a complimentary one line (max 35 characters) entry, which must be negotiated with the brochure organiser. Larger advertisements are available to purchase starting at £50. **All advertisements must be paid for in full before the copy date advised to the hirer.**

Hirers purchasing advertisement space are advised that the technical requirements of the copy they submit to us must comply with the following instructions which we have received from our printers, when providing us with artwork. If your advertisement is just words, we will attempt to fit them into the size below, and will contact you if there is a problem.

Underground Theatre
Programme
Advertisement sizes

Full page area
W99 x D210mm
8mm margins

Full page advert NO bleed
W83 x D194mm

Full page advert WITH bleed
W105 x D216mm (3mm all edges)

Half page advert
W83 x D95mm

Third page advert
W83 x D62mm

Quarter page advert
W83 x D45.5mm

Sixth page advert
W83 x D29mm

W = width
D = depth

Artwork CMYK and minimum 300 dpi at actual reproduction size.
jpeg, Photoshop, pdf (fonts must be embedded),

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Refreshments

If you wish to, you may serve teas/coffees in the servery from your own supplies.

The Eastbourne Arts Centre (Under Ground Theatre) has an alcohol licence. If you wish that the bar or servery to be opened during your hiring, then we are happy to consider opening the bar selling alcohol and teas/coffees etc., subject to volunteers being available. If we operate a refreshment service we expect that there will be an interval in your performance, during which refreshments may be sold. Due to licensing laws the bar must be manned by our volunteers. We retain all profits resulting from such sales. All alcohol sold in the UGT must be purchased from the UGT.

If you want the bar to be open during your hiring it is ESSENTIAL that the times requested for the refreshment facilities to be open, THIS MUST BE REQUESTED ON YOUR BOOKING FORM.

Technician Requirements

The main auditorium of the Eastbourne Arts Centre (Under Ground Theatre) has an up to date sound and light system together with a ceiling mounted VGA projector (for output from computers). All these facilities are normally kept locked for security reasons.

Please note that even if your organisation has a technical crew, our rental fees include the cost of one of our technicians being present during your hire, so that he/she can supervise use of our equipment. If you have any queries over the technical requirements for your hiring, please contact either Mike or Chris Leach (07984 772324 or 07851 167827) BEFORE completion of your CUSTOMER DATA CAPTURE FORM.

General

Using the information in the "REQUEST FOR A QUOTE" FORM, Philip Anson will confirm your calculations or prepare a quotation which will be sent to you for agreement.

Philip Anson will then provisionally reserve the hiring time requested, and send you a booking confirmation form, together with our standard terms and conditions and an invoice for your deposit. To confirm your provisional booking you MUST confirm in writing by post, fax or scan&email, and pay your deposit invoice within 14 days from the date you are sent the booking confirmation form, otherwise your provisional hiring will lapse.

Philip Anson is also the treasurer of the Eastbourne Arts Centre. He will send you an invoice for the balance owing. The invoice will show "due date" which will be 10-14 days prior to your hiring. The Eastbourne Arts Centre reserves the right to cancel any hiring where the invoice has not been paid by the due date.

Please either pay by cheque, payable to EASTBOURNE ARTS CENTRE TRUST or by bank transfer (Bank details: Sort Code 30-92-86 Bank Account: 00421890). Please note that standard BACS transfers take 3 working days and faster payments take 2 hours for the money to show up in our account.

Philip Anson
Treasurer & Hiring Secretary
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