

# The Blake Theatre

## Hire Pack

# The Blake Theatre

## Facilities

The Blake Theatre is available to hire for drama, dance and music shows, as well as films, lectures, presentations, dinners and parties. The theatre seats 500 people on raked seating and two balconies, but it can also be used without the seats or partly seated and standing. For dinners, our capacity is usually 100.

The Blake Theatre has a fully licensed bar which is included in our hire package. Also included is a technician to do sound and lighting for your show. Our full technical specification is available to download on this page.

Backstage, there are two well-equipped dressing rooms. There is a small orchestra pit and we have a piano which is also available by arrangement in advance for a fee of £65 to cover tuning. Our box office can sell tickets for your production and tickets are sold online through our website too.

To hire the Blake Theatre cost £550. If you are a charity or small local group, do contact us as you may be eligible for our community rate of £485.

## *The Hire Period*

The earliest get-in time is usually 4.00pm. If required, an earlier get-in may be arranged in advance. If utilising all day and evening, then it must be divided up to include at least two one-hour breaks. Break times can be flexible and should be discussed with the Duty Technician upon arrival. Please advise us in advance if your get-out is likely to go on beyond 11.00pm, as this may incur an additional fee.

If you have any queries or would like to check availability then email our Artistic Director, Rachael or for technical queries, our Technical manager, Andy on [boxoffice@theblaketheatre.org](mailto:boxoffice@theblaketheatre.org)

## Staging

The Blake Theatre will provide a bare stage with black box masking or a white cyc. Please specify any further requirements in the space below.

## Staff Provision

Included in the basic hire fee, The Blake Theatre will provide up to 4 hours of multi skilled technician time for get-ins, and one technician for up to 4 hours for production time and show call.

## Health and Safety

All sets and furnishings used at The Blake Theatre must be either Class 1 or fireproofed with a recognised brand of flame retardant. The Blake Theatre reserve the right to test any set being used in

the theatre and if necessary refuse the same if we judge that the Health and Safety regulations have been compromised.

Smoking is forbidden in all backstage areas. Soft drinks are allowed in the dressing rooms at the discretion of the hirer, but in no other areas. The enforcement of this and any other requirements are the responsibility of the hirer. These rules are for your own safety and in order to comply with our own licence requirements.

## Special Effects

All special effects must be agreed to in advance with a member of The Blake Theatre's technical department, and their use is ultimately at the discretion of the Production Manager. The Blake Theatre also reserves the right for the duty technician to confiscate any special effects that he or she considers to be a danger.

## Lighting

Please let us have a lighting plan **at least two weeks prior to your get-in**. We will make every effort to pre-rig to your specifications, however this cannot be guaranteed.

The Blake Theatre does not provide gel or any lighting equipment additional to that specified on the technical specifications sheet provided. Colour calls and additional equipment can be brought in on behalf of hirer if required. All costs incurred will be recharged to the hirer.

Please note that all electrical equipment brought into The Blake Theatre must have a valid PAT sticker on it.

## Performing Rights Society

Any permission and fees due to the Performing Rights Society and charged to The Blake Theatre are the responsibility of the hirer and will be passed on. Where necessary a P.R.S form should be returned to The Blake Theatre technical staff immediately after the event. The Blake Theatre reserves the right to withhold any moneys due until this form is completed. The charge for popular music currently stands at 3% of box office takings. The equivalent charge for classical music is currently 4.8%. Charges for other types of performance featuring music vary, please consult the technical department for further guidance.

## Dressing Rooms

The use of dressing rooms associated with each performance space is included in the basic hire fee. If any other rooms are to be used as dressing rooms, then this detail must be included on the booking form. The use of other rooms is subject to availability and an additional charge may apply.

Dressing rooms include fixed tables and a number of chairs appropriate to the size of the room. Please note that if other rooms are being used as dressing rooms, any chairs and/or tables found in these rooms are liable to be removed for use elsewhere in the building without notice, unless they have been specifically booked for your use.

# Box Office Arrangements

It is very important to discuss ticket plans with Rachael Shakeshaft (Artistic Director) at an early stage. Email: [boxoffice@theblaketheatre.org](mailto:boxoffice@theblaketheatre.org)

## Pricing and ticketing

Each ticket sold by the box office will incur a £1 box office transaction fee.

Once the dates, start times, ticket prices and theatre seating format for an event have been agreed they cannot be altered. The Hirer must confirm ticket prices in order to be listed in The Blake Theatre's brochure.

It is up to the Hirer to set their own ticket prices, but we strongly urge all hirers to adopt The Blake Theatre's concessions. The Blake Theatre offers concessions to under 16s, students, senior citizens, registered disabled people plus one companion, anyone in receipt of state benefit and wheelchair users who also get one carer ticket free. People are asked to bring proof of their concession status with them when they collect their tickets.

The Hirer will need to confirm with The Blake Theatre's Box Office any advance booking requirements for members or guests.

## Opening Hours

The Blake Theatre Box Office is open from 12.00pm to 2.00pm Monday to Friday and 10.30am to 12.30pm Saturday during term time and a reduced schedule during holidays. The Box Office will also be open for one hour before the performance. The Box Office accepts cash, cheques and most major credit and debit cards. Please note that any credit card commission will be deducted from the ticket sales.

# Front of House Arrangements

## *House Seats and Steward Seats*

*In common with general theatre practice, The Blake Theatre holds four seats for every Main House performance as 'house seats' in case there are customer problems or latecomers on the night. Six seats in the Main Auditorium are also reserved for stewards who sit in to comply with the public licence requirements. The Hirer should not include these seats in income calculations. Some of the house seats may be released immediately prior to the performance at the discretion of the Duty Manager.*

## *Foyer*

The use of the foyer area is possible for display purposes or for the sale of merchandise but must be agreed in advance with the Artistic Director. There is a 10% commission charge on any items sold.

The Duty Manager reserves the right to remove any displays not previously agreed or that he or she feels unsuitable.

## Marketing and Publicity Arrangements

Please note that in all cases it is the responsibility of the hirer to promote their own event. We are happy to give advice and help as outlined below, but ultimately the success of the event depends on the hirer.

### Referring to The Blake Theatre on publicity material

All publicity, including adverts, banners, leaflets, posters, programmes, t-shirts etc must refer to the venue as The Blake Theatre. If the name is used incorrectly, we reserve the right to ask the hirer to reprint the material or remove it from public circulation. It is essential that the name of The Blake Theatre be used consistently and properly.

### The Blake Theatre's brochure

The performance hire fee for the main house or studio includes free inclusion in The Blake Theatre's seasonal brochure, subject to print deadlines and the nature of the event, but only if we sell all or at least 50% of the tickets sold. The Hirer can elect not to be included in the brochure.

The information required for the brochure includes the official name of the Hirer or Promoter, the title of the event or show, an image (e.g. illustration, photograph etc), a few lines of promotional copy, and all the relevant dates, times and ticket prices including concessions. The theatre seating format, dates, times and ticket prices set by the Hirer at this stage cannot be changed once the brochure is in production or once the event has gone on sale, whichever is sooner. The editing of the final copy is entirely at the discretion of the Artistic Director.

### Advertising

All advertising will be the responsibility of the hirer.

# Booking Information

Event title \_\_\_\_\_

Dates of Performance \_\_\_\_\_

Date & Time of get-in \_\_\_\_\_

Running Times \_\_\_\_\_

## Contact Information

Company \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Web Address \_\_\_\_\_

Approximate number of performers involved \_\_\_\_\_

Total hire fee \_\_\_\_\_

Deposit enclosed (£100 per night) \_\_\_\_\_

## Technical Information

### Staging

Please specify any further requirements:

Do you wish to use a piano? (Hire charge £65)                      Yes / No

Are you using any video or projection equipment?                      Yes / No

If yes please give details:

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Please provide contact details for the people who will liaise with The Blake Theatre's technical department:

Contact name \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Box Office / Marketing Information

Please complete all relevant details below to ensure we can fulfil your production requirements for the Box Office and for full inclusion of your event in our seasonal brochure.

#### Event

Event title \_\_\_\_\_

Dates of Performance \_\_\_\_\_

Company \_\_\_\_\_

Running Times \_\_\_\_\_

## Ticket Prices

Full Price \_\_\_\_\_ Concessions \_\_\_\_\_

[Normal concessions are senior citizens, children under 16, students, unwaged, wheelchair users (plus free carer) and equity members]

Special Offers \_\_\_\_\_

## Reserves

Do you require any reserved seats to be allocated before sale? Yes / No

If yes please specify row and seat numbers \_\_\_\_\_

Please indicate who tickets are for (e.g. sponsors) \_\_\_\_\_

\_\_\_\_\_

## Show Information

Please provide brief copy of up to 50 words:

Age suitability \_\_\_\_\_

Target audience \_\_\_\_\_

## Images

Please supply images either by email or on disk as a jpeg, eps or pdf file, to  
boxoffice@theblaketheatre.org or as a hard copy.



(The Blake Theatre reserves the right to alter and amend all text and images if necessary to fit into the requirements of the design process and house style).

### Front of House Information

Will you be selling programmes and merchandise? Yes / No

If yes will you be providing your own sales people? Yes / No

There is a commission charge on all merchandise and programme sales. The rate charged will be 15% if our FOH staff are involved in selling, or 10% if you provide your own sales people.

Do you wish for latecomers to be admitted to the performance? Yes / No

If yes, are there any restrictions on when they may be admitted? \_\_\_\_\_

\_\_\_\_\_

Any other useful information

To whom should we send the final report, summary account and moneys due (if applicable)?

Name \_\_\_\_\_

Cheque payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## The Hirer's confirmation

I have read and understand the Hire Pack and the Terms and Conditions and acknowledge that its contents form a part of the contract between me/us and The Blake Theatre.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

On behalf of \_\_\_\_\_

## Terms and Conditions

1. Bookings are not confirmed and must not be advertised until we have received the deposit (which is not returnable) and the fully completed Booking Form, and until we have sent the Hirer confirmation of receipt in writing.
2. The Hirer's signature on the Booking Form confirms that he/she has read The Blake Theatre User Guide and accedes to all the conditions listed in it.
3. Any children participating in a hirer's event must be suitably chaperoned, have full parental consent and / or be licensed by the Education Authority.
4. Any excess cleaning of dressing rooms or spaces after a Hirer's event will be recharged.
5. The Blake Theatre reserves the right to cancel any event if the Booking Form has not been returned or if the deposit has not been received or if the event details have been altered unless by written agreement of The Blake Theatre. No responsibility can be accepted for any prior advertising or expense incurred by the Hirer in the event of such a cancellation.
6. The Blake Theatre reserves the right to recharge any expenses incurred by The Blake Theatre should the Hirer cancel their event.
7. If the Hirer's performance or event has to be cancelled due to fire, flood, electricity or equipment failure, royal demise or state emergency an automatic refund cannot be guaranteed.
8. The Blake Theatre cannot be held responsible for any property owned by the Hirer or for its loss or damage by fire, theft or other cause.

Please return completed booking form to:

Mrs Rachael Shakeshaft, Artistic Director, The Blake Theatre, Almshouse Street, Monmouth,  
Monmouthshire, NP25 3XP  
boxoffice@theblaketheatre.org

For Office Use Only

Confirmation letter sent \_\_\_\_\_

Deposit ref no \_\_\_\_\_

Date passed to finance \_\_\_\_\_

Date invoice sent \_\_\_\_\_

Date payment received \_\_\_\_\_

Booking notes