

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. 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.

The Blake Theatre has a fully licensed bar which is included in our hire package.

Backstage, there are two well-equipped dressing rooms. There is a small orchestra pit.

Hire Terms

All events are different and will need to be individually priced and contracted. Details of our basic rates and terms are below:

Venue hire of the Blake Theatre per day starts at £750 plus VAT. If you are a charity or small local group, do contact us as you may be eligible for our community rate.

This assumes a hire period of up to 12 hours per show and includes a technician for that period. The Blake Theatre will come supplied with a basic lighting stage two-colour wash with overhead colour. Any additional lighting work (focusing, hanging projectors etc) involving the use of the Tallescope needs a minimum crew of 2 people, 3 if rigging equipment weighing more than 20kg. The Technical Manager is charged at £25 per hour. Additional crew are charged at £18 per hour (minimum 4 hours).

For performances requiring more than a microphone for announcements and a basic playback, a sound technician will be required. This is chargeable at £18 plus VAT per hour. Shows requiring a technical get-out (eg removal of a PA system, lighting equipment or stage set) may incur get out charges.

Ticket Sales

For all ticketed events it is a requirement that tickets are sold through our Box Office.

Each ticket sold by the box office will incur a £1 box office transaction fee and this should be included in the ticket price you tell us.

Once the dates, start times, ticket prices and theatre seating format for an event have been agreed they cannot be altered.

" " " " " " " " " " Office any advance booking requirements for members or guests.

All box office card sales are subject to an additional commission rate of 4%. Booking Fees will be charged at current rates on top of the basic ticket price.

The Box Office accepts cash, cheques and most major credit and debit cards.

The Hire Period

The earliest get-in time is usually 9.00am but due to school requirements this may sometimes have to be later. This should be confirmed at time of booking. 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 Theatre Managers, Jane and Fiona or for technical queries, our Technical manager, Jimmy on boxoffice@theblaketheatre.org

Staging

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

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

" " " " " " " " " " " " " " " "

department, and their use is ultimately at the discretion of the Technical 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 and Sound

We require a Technical Specification including lighting plan **at least a month 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.

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 Theatre Manager. We are happy to provide sellers at a charge of £10 plus VAT per hour on behalf of hirers, although we will need advance notification of products and prices. 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 and Website

" " " " " " " " " " " " " " " "

seasonal brochure and website subject to print deadlines and the nature of the event.
The Hirer can elect not to be included in these

The information required for the brochure and website 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 Theatre Manager.

Advertising

All advertising will be the responsibility of the hirer.

THE BLAKE THEATRE
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 for the Theatre

Deposit enclosed (£100 per night) _____

Please note: the balance is due one month before your event.

Technical Information

Staging

Please specify any further requirements:

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

If yes please give details:

department: " " " " " " " " " " " " " " " "

Contact name _____

Address _____

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 and website.

Event

Event title _____

Dates of Performance _____

Company _____

Running Times _____

Ticket Prices

Full Price _____ Concessions _____

[Normal concessions are senior citizens, children under 16]

Special Offers _____

Please note your ticket price should include our £1 box office fee.

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 as a jpeg 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 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 _____

For Office Use Only

Confirmation letter sent _____

Deposit ref no _____

Date passed to finance _____

Date invoice sent _____

Date payment received _____

Booking notes