

Clifftown Theatre and Studios



Hire Charges:

Theatre:

Flat rate for use of the theatre for 4 hours per day plus £50 per hour outside of those 4 hours with 30% extra on Sunday and the use of one technician included in the price for the times requested:

4 hour Monday-Saturday flat rate	£350.00
4 hour Sunday flat rate	£455.00
Extra hours	£50.00p/h (+30% if required on a Sunday)

Studios:

Hire of a studio is charged at £50 per hour with 30% extra on Sunday. No technician is included.

1 x hour x Studio	£50.00
(Sunday rate)	£65.00

Technicians:

If extra technicians are required, there are additional costs of £15.00 per hour per technician:

1 x extra technician	£15.00p/h
(+30% if required on a Sunday)	

Security:

Clifftown is covered by Security Guards at weekends between 0900 and 2200 on Saturday and 0900 - 1700 on Sunday. As such, there will be an additional charge for security at the event:

Monday-Saturday rate	£17.54p/h
Sunday rate	£23.38p/h

Cleaning:

If extra cleaning is requested in advance of or is required as a consequence of the hire, then charges will be passed on as follows:

Monday-Saturday rate	£17.54p/h
Sunday rate	£23.38p/h

Staff:

Should you require front of house staff/ushers/bar staff there will an extra charge as follows:

Ushers/Bar staff	£5.80p/h per staff member
FoH Manager (mandatory if hiring staff)	£11.60p/h
(+30% if required on a Sunday)	

Box Office:

If you require East 15 to sell tickets on your behalf, then cost for the tickets and printing will be passed on and is charged as follows:

Option 1: Straight Hire	£110.00
Option 2: Box Office Split	East 15 takes 15% of all Box Office takings

Foyer Bar:

The bar can be hired as part of an event if requested. It will be manned by East 15 staff that will be paid according to the rates stated previously. Please note, only alcohol sold in the Foyer Bar may be served and consumed on the premises. For full information of The Clifftown Studios Premises Licence when hiring the bar, please see our terms and conditions. All takings at the bar are the property of East 15 Acting School.

Marketing:

The Clifftown Studios is happy to display the hirer's marketing material around the building and to send information of the event to its mailing list. For this there is an administrative charge as follows (**Note:** All marketing must be provided for Clifftown Studios by the hirer. Clifftown Studios is not able to advise or assist in the making or printing of marketing material for hirers):

Marketing fee	£15.00
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Kitchen:

The kitchen, which has basic amenities, may be used for the hirer if requested. If food is to be prepared in the kitchen, then additional electric and cleaning costs may be incurred and will be charged as follows:

Electricity	TBC depending on what equipment is used
Cleaning	£17.54p/h

Actors Change:

Clifftown Studios has 2 Actors Changing areas, both of which are available to be used by the hirer in conjunction and as part of the theatre hire. Should any damages be incurred to the dressing rooms or the equipment within as a result of abuse by the hirer, a fine will be imposed to cover the damage.

Internal Equipment Hire:

If any technical equipment is sourced and hired from Clifftown Theatre, we require a refundable deposit of £100.00 to be paid in full no later than 2 weeks prior to the date of hire.

£100 refundable deposit	£100.00
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Please Note:

External Equipment Hire: As the Clifftown Studios is primarily a teaching facility it may not always be possible to hire equipment from East 15. In these cases, equipment must be sourced from an external vendor. Please note that The Clifftown Studios and East 15 Acting School take no responsibility for lost or damaged items unless the reason for that loss or damage is solely and completely due to the negligence of our staff. For a full list of technical equipment available for hire, please speak to our technical team.

Hire Restrictions:

- If you require the seating to be rearranged from the basic end on formation there will be an extra charge, to be calculated at a later date, in conjunction with the required formation.
- Hire includes basic lighting rig; if extra lighting or specials are required, time must be allowed during your hire period.
- All rigging, staging, mics, set and lighting must be carried out during the hire period.
- If programmes are to be sold, the hirer must provide their own program sellers.
- Due to the configuration of the theatre and its unique design there are no wings to the stage area - please take this into consideration when planning the show.