
Caerphilly CBC Theatre and Arts Service Blackwood Miners' Institute

Performance Hire Information Pack



Blackwood Miners' Institute is a professional theatre presenting a variety of arts and entertainment events. This historic building gives audiences the opportunity to experience the highest quality theatre, dance and live music on their doorstep as well as supporting local community organisations. The theatre also provides a diverse range of participatory workshops and classes as well as free exhibitions in the public gallery space.

The multi-use theatre with fully retractable seating offers flexibility to any size production. With professional and knowledgeable staff ready to help, Blackwood Miners' Institute can be relied upon to provide a unique and enjoyable experience for your company and audience.

What we can offer:

- *Large theatre auditorium for with a maximum seated capacity of 419 (standing 550). The theatre also has adaptable seating system that allows performances to take place on the stage or on the floor for a more intimate experience.*
- *Flexible Studio Bar space that can be utilised for various functions, events and performances with a capacity of up to 200.*
- *Both spaces are fully equipped with excellent sound, music and lighting systems as well as the facility for digital projection*
- *Wireless internet access available throughout (password protected)*
- *Full range of audio visual equipment with technical support*
- *Professional marketing support available*
- *Sale of tickets, merchandise and other goods though our computerised, on line enabled box office system*
- *Professional stewards and attendants ensuring the comfort, safety and well being of your*
- *Limited Parking Facilities – please note that parking spaces are very limited and will only be allocated on request*

***A Note on VAT** - The hire of a theatre or venue can be **EXEMPT** from VAT where this is limited solely to when the **use of the building is the only supply**, for example a room with no additional support or equipment. Where other services are provided, for example, the provision of lighting technicians, box office services, any other equipment etc., this constitutes a single supply of taxable services and VAT at the standard rate must be applied.

Theatre

Hire of Theatre includes:

- *Main stage presented as a black box*
- *One dedicated stage technician*
- *Auditorium with full seating, half seating or standing room only*
- *Four fully accessible backstage dressing rooms*
- *Front of House staff in line with the scale of the event*
- *Basic three colour wash lighting rig*

Studio Bar -

Hire of the bar includes:

- *Bar presented with black box performance area*
- *Basic three colour wash lighting rig*
- *Seating designed around the nature of your event and to the needs of the production*
- *One dedicated technician*
- *Front of House staff in line with the scale of your event*

Please Note: additional staff and equipment may incur an additional charge

Prices

Theatre:

The minimum hire period for the theatre is a 4 hour call, or a day rate of 8 hours. However, if you want a longer hire we work on an incremental matrix that allows for discount if you hire the space for multiple days.

	Price per day	Additional Hours
1 day*	£640	£80ph
2 days	£576	£72ph
3 days	£544	£68ph
4 days	£512	£64ph
5 days	£480	£60ph
6 days	£448	£56ph

Bar:

4 hour call - £160	Day rate* - £320 per day	Additional Hours - £40ph
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Due to the schedule during term times it is rare that the bar is available for hire for multiple days, however please contact us to discuss your individual needs.

*Each day is based on an 8 hour call and please note that in line with the Working Time regulations, staff are entitled to a rest break when working more than 6 hours.

Sundays and Bank Holidays are charged at double time

Box Office

As a condition of performance hires, all tickets for your production must be sold through our box office.

From December 2016 and in-line with current industry practice for theatres and venues, all tickets will be subject to a 50p per ticket booking fee, which is inclusive of the prices seen in the brochure. This fee contributes to producing tickets, processing orders, improving our current technology and continuing to provide an exceptional service to our customers.

This fee is deducted by us before your final box office settlement is produced at the end of your run.

Marketing Support & Promotion

The Following are included in the hire charges:

Inclusion in the seasonal What's On brochure**

Inclusion on Blackwood Miners' Institute's website**

**subject to submission of an image of print quality, and copy (maximum 50 words) by the appropriate deadlines. We reserve the right to edit images and brochure copy.

We can provide space for smaller posters (A3 or A4) and these can be displayed on The Venue's notice boards, subject to availability of space.

We can also include hirers in Social Media marketing campaign if the hirer provides us with social media links.

Brochure Deadlines:

SEASONAL BROCHURE	DEADLINE DATE
Spring Brochure (Jan – Apr)	1 st October
Summer Brochure (May – Jul)	1 st February
Autumn / Winter Brochure (Sept – Jan)	1 st May

Additional Equipment and Services for Hire

We recommend that you meet with our staff to see the space and talk through your technical requirements so that you can see the space and we can put together an accurate quotation for you.

Additional Lighting for Theatre or Bar

£ (price on enquiry) + VAT

PA system

£ (price on enquiry) + VAT

Follow Spot with Operator

£ (price on enquiry) + VAT

Follow Spot without Operator

£ (price on enquiry) + VAT

Moving Lights

£ (price on enquiry) + VAT

Additional Technician

Minimum 5 hours - £12 per hour + VAT

Petrof Baby Grand Piano & Tuning

£70 + VAT

Digital Projector and Screen

For Theatre use (4500 lumen) - £150 + VAT

For Studio Bar use (XXX Lumen) - £50 + VAT

Radio Microphones

High end use £50 + VAT (Shure)

Basic use £30 + VAT (Trantec)

Special Effects (e.g haze machine)

£ (price on enquiry) + VAT

Steel Deck (8ft x 4ft) and staff to erect

£ (price on enquiry) +VAT

***Chairs x 10**

£10 per day + VAT

***Round tables to seat 10 (undressed)**

£10 per day + VAT

***Round tables to seat 10 (dressed)**

£15 per day + VAT

***Trestle tables**

£10 per day + VAT

If you require any equipment that you don't see on the list, please contact us.

**Available to hire off site subject to availability*

Please note that any electrical equipment brought onto site must have relevant and up to date test certification.

Child Performers

Please note that if you have any children under the age of 16 performing in your show, it is your responsibility to make sure that they are suitably licenced. BMI reserves the right to request copies of any licences, or evidence of any licence exemption.

You are also expected to provide suitable backstage supervision for any child performers. If this includes chaperones, please ensure that your chaperones are suitable licenced.

More information on the child performance regulation can be found at <http://www.caerphilly.gov.uk/CaerphillyDocs/Licensing/keeping-young-performers-safe-WG-Guidance.aspx>

Contact Us

If you require any further information about hiring Blackwood Miners' Institute or would like to make a booking with us, please contact:

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www.blackwoodminersinstitute.com