
Caerphilly CBC Theatre and Arts Service Blackwood Miners' Institute

Room 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.

Along with a multi-use theatre that boasts a flexible theatre system, Blackwood Miners' Institute also has a number of comfortable meeting rooms and break out spaces, as well as a studio bar, gallery space and a dance studio. Blackwood Miners' Institute is a unique place to hold your event, be it a conference, meeting, workshop, or party. With experienced ready to help make sure your event runs smoothly, we guarantee that your experience here will be memorable.

What we can offer:

- *Large theatre auditorium for up to 420 delegates with an adaptable seating system allowing full use of the floor area for exhibitions, trade fairs etc.*
- *Studio bar space that can be utilised for various functions, events and performances for up to 200 delegates*
- *Conference rooms for up to 15 delegates boardroom style*
- *Bar and gallery areas for up to 50 people for displays or functions*
- *Wireless internet access available throughout (password protected)*
- *Full range of audio visual equipment with technical support available*
- *High quality catering from teas and coffees, informal finger buffets to silver service meals offered by in-house caterers*
- *Professional stewards and attendants ensuring the comfort, safety and well being of your delegates*
- *Limited Parking Facilities – please note that parking spaces are very limited and will only be allocated on request*

Conferences and Corporate Hires

Blackwood Miners' Institute is the perfect place to hold your conference with a stunning auditorium that can welcome up to 420 delegates and break out spaces suitable for flexible working. If you require a price per head quotation please get in touch and we can build you a quote to suit your needs.

***A Note on VAT** - The hire of a theatre or venue can be **EXEMPT** from VAT where this is limited solely to where 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:



Use of the stage and auditorium with technical support

Suitable for (but not limited to) conferences, awards evenings, dinner dances, parties

£80 per hour (+VAT if applicable)

Hire of the Theatre includes:

- Main stage presented as a black box
- One dedicated stage technician
- Auditorium with full seating, half seating or as an empty space. Banqueting seating is also available but please note that dressed tables will come with an additional charge.
- The theatre is fully accessible
- Four fully accessible backstage dressing rooms
- Front of House staff in line with the scale of the event
- Basic three-colour wash lighting rig
- A dedicated point of contact at the Institute, to help plan your event.
- The minimum hire of the theatre is 4 hours

| | Full seating | Half Seating |
|-------------------------|--------------|--------------|
| Maximum Capacity | 419 | 255 |

Auditorium:

Use of the auditorium only with no technical support

Suitable for (although not limited to) classes, meetings, trade fairs

£45 per hour (+VAT if applicable)

Hire of the Main Auditorium includes:

- Auditorium as a clear space with the option of rake seating only or an empty space. Banqueting seating is also available but please be aware that dressed tables will come with an additional charge.
- The auditorium is fully accessible
- Front of house staff in line with the scale of the event
- Seating and tables designed around your event.
- A dedicated point of contact at the institute to help plan your event.
- The minimum hire for the auditorium is 1 hour.

| | Standing | Banquet Seating |
|-------------------------|------------|-----------------|
| Maximum Capacity | 550 | 180 |

Please note:

- Hires on a Sunday or Bank Holiday will be charged at double time.
- Additional staff and equipment may incur an additional charge.

Bar:



Suitable for (but not limited to) workshops, conferences, meetings

£25 per hour (+VAT if applicable)

Hire of the Studio Bar includes

- *Bar presented as an empty space*
- *Seating designed around the nature of your event*
- *The bar is fully accessible*
- *Front of House staff to ensure that your event runs smoothly*
- *A dedicated point of contact to help organise your event.*

Please note:

- **Hires on a Sunday or Bank Holiday will be charged at double time**
- **Additional Staff and equipment may incur an additional charge.**
- **The use of the lighting rig is not included in this package.**

Additional Spaces for Classes, Workshops & Meetings

| Room | Cost per hour | Capacity | | | |
|--------------|---------------|-----------|-----------|-----------|---------|
| | | Boardroom | Horseshoe | Classroom | Theatre |
| Markham | £20 | 21 | 16 | 18 | 24 |
| Oakdale | £20 | 16 | 13 | 10 | 18 |
| Dance Studio | £20 | 22 | 19 | 24 | 40 |
| Lounge | £15 | 16 | 13 | - | 21 |

- Classes and workshops will be taken on a minimum 1 hour booking
- Organisations booking 4 or more workshops, classes or meetings will qualify for a 15% discount.
- Additional equipment will incur an extra charge.
- The Oakdale is the only space that is not accessible to wheelchair users, all other spaces are fully accessible.



Dance Studio



Markham (Boardroom)



Oakdale (theatre style)



Lounge

Both our Theatre and Lower Bar are available for hire for parties and wedding receptions.

Theatre:

Prices for the Theatre and Auditorium are as above vary depending on whether or not you require the use of the stage.

We recommend that you come in and see the space so that we can talk through your requirements and can create you a bespoke quote.

Bar:

£30 per hour (+VAT if applicable)

Hire of the Studio Bar includes:

- *Bar presented as a clear space with a 24ft x 12ft staging area presented as a black box.*
- *Seating and layout designed around your requirements*
- *Cash bar available with fully trained staff*
- *1 Duty Manager*

For parties in the lower bar we do insist that 2 members of licensed door staff used which will be recharged to you at £28 per hour +VAT.

Please note that the use of the lighting rig is not included within this package. If you require use of the lighting rig and a technician please let us know and we can put together a bespoke quote for you.

Additional Equipment and Services for Hire

Digital Projector and Screen

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

For Studio Bar use (2600 Lumen) - £50 + VAT

Screen Only

For Theatre Use - £75 + VAT

For Bar Use - £20 + VAT

Flipchat and Paper

£10 + VAT

Radio Microphones

High end use £50 + VAT (Shure)

Basic use £30 + VAT (Trantec)

Additional Technician

Minimum 5 hours - £12 per hour + VAT

*Chairs × 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 but you cannot see it on the list, please get in touch and we can provide a full kit list with prices available on enquiry.

**Available to hire off site subject to availability*

Tea and Coffee

£1.30 per head for the first serving
£1 per head for subsequent servings

Orange Juice

£5.00 per 1 litre jug (*Orange juice is charged on a sale or return basis*)

70cl Bottle of Wine

£15 per bottle (*Wine is charged on a sale or return basis*)
Corkage £5 per bottle

Bar drinks

As per bar prices

Biscuits

£0.50 per head

Buffets

Menus and prices available on request

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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