

**Studio Performances Hire Information**

The Core Theatre (formerly Solihull Arts Complex) is a popular town centre venue comprising Theatre (336 seats) Studio (multi-use up to 130), Courtyard Gallery, Encore eatery and Box Office facility. The venue provides a programme of professional events and exhibitions and is also available for hire by individuals, groups, or professional promoters.

**HIRE COSTS**

Your hire period is per session. Hire charges include; Technical support, Front of House and Encore Bar staffing for all performances.

For equipment hire, ticketing, brochure entry and marketing services see separate charges.

<b>STUDIO</b>	<i>LOCAL RATE</i>	<i>COMMERCIAL HIRE CHARGE</i>
<b>Performance Session Hire*</b>	2020/21 - £444	2020/21 - £690

Please note all hire prices for performances and events requiring technical support in the Studio are inclusive of VAT

Hire charges subject to change 1<sup>st</sup> April each year

**\*STANDARD SESSION TIMES**

**9am - 1pm or 1.30pm - 5.30pm or 6pm - 11pm**

Performances/events will be charged at the full session rate. Additional hours required outside the normal session times for get ins/get outs or rehearsals will be charged pro rata at the relevant session price.



**ADDITIONAL CHARGES:  
EQUIPMENT HIRE PACKAGES**

<b>PACKAGE</b>	<b>CONTENTS</b>	<b>DAILY RATE</b>
Live PA system with operator	inclusive of all relevant systems & microphones vocal & instrument <b>excludes radio mics</b>	<b>£198</b>

**PERFORMING RIGHTS SOCIETY CHARGES (PRS)**

For all musical events a Performing Rights Society charge will be passed on to the hirer based upon a percentage of the net box office as follows:

- Variety/pantomime 2% of net box office
- Popular music 4% of net box office
- Classical music 5.5% of net box office
- Dance displays to pre-recorded backing music - set fee of £45 per performance.

**SELLING TICKETS**

All tickets for events at The Core Theatre must be produced by the venues Box Office system; hirers cannot supply their own tickets. There is a ticketing administration charge of **£42** per performance. This includes:

- Supply of tickets sales from our box office
- Inclusion of your event on the Core Theatre's website
- An online ticketing facility (sales and information) at [www.thecoretheatresolihull.co.uk](http://www.thecoretheatresolihull.co.uk)

There is no commission charge on tickets sold, but credit card commission is deducted at source where applicable. Please request a **Ticketing and Publicity Request Form** from staff or download it from website.

**Please note that all additional charges are inclusive of VAT at 20%**

## **MERCHANDISING**

Any sales made as part of show merchandising will be subject to a 10% commission if hirer sells goods or 15% if Core Theatre staff sells goods.

## **CATERING**

The fully licensed Encore eatery can provide a range of catering options to complement your event from pre or post show parties, buffets and beverages for meetings, to drinks receptions. A full hospitality menu is available – please ask or download this from the website.

Encore is open every day from 9am – 4pm Monday to Friday, 5pm on Saturdays. Encore will remain open for evening, Sundays and Bank Holiday performances.

Please contact the Hospitality and Catering Manager to discuss your requirements further, Tel: 0121 704 6813 or e-mail [hirethevenue@solihull.gov.uk](mailto:hirethevenue@solihull.gov.uk)

## **PARKING**

Please discuss parking and access for get in/get out vehicles with the Technical Section in advance of your event - 0121 704 6754.

The Technician's mobile on day of your event - 07765 896737

Access for event get-ins are:

At the rear of The Core building posted at the entrance as 'Goods Inward and Staff Parking' situated on Homer Road between the entrance to Touchwood Car Park and Solihull Police Station

There is no dedicated parking space for hirers. Please see the website **How to find us** section for details of car parking in Solihull

## **ACCESS**

The venue is fully accessible both backstage and front of house and every effort is made to ensure we are accessible to all. Free carer seats are offered to those attending who require carer assistance to attend and we welcome advance discussion of performer's or customer's needs relating to access to the venue. Please contact the Box Office for further details.

## **EQUAL OPPORTUNITIES**

Solihull MBC is committed to equality of opportunity and operates an Equal Opportunities Policy. It is the policy of the Council to ensure that we treat all sectors of the community fairly and with dignity and respect. We do not expect all organisations using our premises to have an equal opportunities policy; however we would expect that whilst using our premises all Hirers comply with that of Solihull MBC. Our premises will not be hired to any group or organisation that does not subscribe to the Council's policy on equal opportunities.

## **HIRERS CANCELLATION POLICY**

Booking cancelled within three months prior to date of event.

Hirer is liable for **entire hire fee** but no equipment charges. (Specially ordered/printed items will require full payment where non-returnable).

Booking cancelled between three months and six months prior to date of event.

Hirer is liable for **50% of entire hire fee** but no equipment charges. (Specially ordered/printed items will require full payment where non-returnable).

Booking cancelled over six months prior to date of event.

Hirer will **lose deposit paid** but incur no further costs. (Specially ordered/printed items will still require full payment where non-returnable) or deposit transferred to alternative, new or existing booking.

\*Deposits can be transferred only once, second cancellations incur loss of full deposit.

## **THE BOOKING PROCEDURE**

### Booking your event

- Contact Venue Hire staff to discuss availability of dates, plus requirements and prices etc.
- Once the date is agreed you will be sent contracts, plus Ticketing and publicity form. Return one copy of contract and Ticketing and publicity form with the deposit requested in the contract. Your booking is then considered confirmed.
- Tickets will not be put on sale until the Core Theatre has received a signed contract, completed Ticketing and Publicity form & a deposit.
- Contact Venue Technicians again prior to your event to discuss technical requirements/get in times.

### After event payment

- Following event you will receive a 'Statement of Hire' for information followed by a Solihull MBC official invoice which should be paid within 28 days of receipt.
- Where box office monies are being held by the venue, hirers will receive a statement followed by a cheque/invoice whichever is applicable.
- Feedback – The Core Theatre always welcomes constructive feedback that helps us evaluate the service that we offer.

## **CONTACT US**

If you wish to discuss a new or existing booking at The Core Theatre please do not hesitate to contact the appropriate section. All extensions have answer phones.

Venue Hire Enquiries	0121 704 6754/6961
Technical	0121 704 6754
Marketing	0121 704 6979
Encore (catering enquiries)	0121 704 6813
Box Office	0121 704 6962
Or e-mail:	<a href="mailto:hirethevenue@solihull.gov.uk">hirethevenue@solihull.gov.uk</a>

[www.thecoretheatresolihull.co.uk](http://www.thecoretheatresolihull.co.uk) for full hire information and downloadable forms.