

Room Hire Charges 1 January 2023

Room Hire Charge per hour + VAT (includes set up and take down time)	Charge	Single Discount 20% For organisations and groups where a key office holder has a permanent Grange and Cartmel Peninsula address. For sole trader tutors who run educational groups for the main benefit of people living in Grange and Cartmel Peninsula.	Charity Rate For charitable events where ALL goods, labour and equipment are provided for free, and ALL takings are donated to a named charity.
Main Hall	£20.00 p/h	£16.00 p/h	Contact Hall and Services Manager for cost to be agreed with Council.
After 6pm	£30.00 p/h	£24.00 p/h	
Council Chamber	£15.00 p/h	£12.00 p/h	
Room 4	£10.00 p/h	£8.00 p/h	
Use of Stage and Dressing Rooms	£30.00 per event/performance		
Use of projector and screen	£20.00 per event/performance		
Front of House assistance (set-up/take-down seating, tables, platform staging; open/lock-up; door monitoring and general security; on the night box office; fire marshal and emergency assistance; house lights; tech support; meet and greet, seating usher; general assistance)	£15.00 p/h labour Minimum of 1 hour -length of time to be advised by Hall and Services Manager.		
Use of Kitchen (bring your own refreshments/food): £20.00 per event includes if VHSG run kitchen.	£20.00 per event/performance		
Use of Bar/Selling alcohol includes if VHSG provide bar.	£30.00 per event/performance		
Hospitality Pack (hot water, tea, coffee, biscuits, water)	£1.50 per person		
Ticket Sales: Victoria Hall offers Ticketsource online ticket sales. Ticketsource takes 7% commission from tickets sold.			

Small Theatre / Music Groups Discount Packages (for local and touring hirers)**Package 1: One performance, all inclusive.**

Room Hire / Facility	Hours	£ Amount
Main Hall hire	6 hours (2 hours set up/take down + 4 hours evening performance)	180.00
Rehearsal and technical hours	10	200.00
All Stage and Dressing Rooms or Use of projector and screen	1 performance	30.00
Bar – selling alcohol	1 event	30.00
Kitchen – for refreshments	1 event	20.00
Front of House assistance	6 hours (set-up/ take-down and 4 hours Front of House for 1 performance)	90.00
Hospitality Pack for performers and organisers in dressing room @ £1.50 p/p (water, tea, coffee, sugar, biscuits)	10 people	15.00
Total		£565.00 + VAT
If 20% discount applied		£452.00 + VAT
Proposed Package Charge		£400.00 + VAT

Package 2: Two performances, all inclusive

Room Hire / Facility	Hours	£ Amount
Main Hall hire	10 hours (2 hours set up/take down + 8 hours for 2 evening performances)	360.00
Rehearsal and technical hours	20	400.00
All Stage and dressing rooms or Use of screen and projector	2 performances	60.00
Bar – selling alcohol	2 events	60.00
Kitchen – refreshments	2 events	40.00
Front of House assistance	10 hours (set-up/take down and 8 hrs for 2 performances)	150.00
Hospitality Pack for performers and organisers in dressing room @ £1.50 p/p (water, tea, coffee, sugar, biscuits)	20 people	30.00
Total		£1100.00 + VAT
If 20% discount applied		£880.00 + VAT
Proposed Package Charge		£800.00 + VAT

Charity Events:

Single, fully charitable events where ALL goods, performance and labour are donated and where all proceeds are donated to a named charity. Contact Hall and Services Manager. Agreement of donation of hire or discount in consultation with Town Clerk and Councillors.

Cancellation Policy:

A cancellation fee may be charged to any hirer who cancels their booking/s, according to the following criteria:

Prior to 30 days before the date of the event: No cancellation fee

Within 30 days to the date of the event: 30% of the hire charge. If the hirer has booked Front of House assistance, then £15ph, as booked, may still be charged for any cancellation, unless alternative work can be found.

Within 14 days to date of event: 50% of hire charge.

3 days before date of event: full hire charge.

No cancellation fee will be payable if the room is re-hired for that date/time.