

# *The Harlequin*

THEATRE & CINEMA REDHILL

## **Auditorium Hire Information Pack**



**01 April 2011  
–  
31 March  
2012**

# Auditorium Hire

The Harlequin is a vibrant and popular venue in the heart of Redhill. The theatre hosts a variety of professional shows, from tribute bands, opera, ballet and dance shows to comedy nights there is always a lot to choose from.

The Auditorium is also available to hire. It is a flexible space which can accommodate a range of events, including Wedding Receptions, Banquets, Staff Parties, Conferences, Exhibitions and of course public shows.

This information pack has been designed to answer any questions regarding hiring the Auditorium, but if you still have queries please do not hesitate to get in touch with our professional and dedicated team who will be eager to help with all aspects of your event planning.

## Harlequin Theatre Facilities Include

- Central location in the heart of Redhill's town centre
- Only 15 minutes from Gatwick airport and 30 minutes from London mainline stations.
- Excellent road links – midway between London and Brighton on the A23 and close to the M25 and M23
- Good parking facilities nearby during work hours (Pay and Display)
- Free parking after 6pm on weekdays and all day at weekends
- Excellent access facilities for the disabled
- Visual Display equipment for hire
- Auditorium and Dolby Digital Sound Cinema facilities
- Professional in-house catering with extensive menu choices for various budgets and dietary requirements
- Competitive prices.

# Contact Information

## General Contacts

Website [www.harlequintheatre.co.uk](http://www.harlequintheatre.co.uk)  
Box Office Number 01737 276500  
Fax Number 01737 765549

## Direct Contacts

**Theatre Manager** 01737 276840  
Email [tom.kealey@reigate-banstead.gov.uk](mailto:tom.kealey@reigate-banstead.gov.uk)

**Administration** 01737 276830/1  
Administration Manager [elizabeth.smith@reigate-banstead.gov.uk](mailto:elizabeth.smith@reigate-banstead.gov.uk)  
Finance Assistant [victoria.hoggins@reigate-banstead.gov.uk](mailto:victoria.hoggins@reigate-banstead.gov.uk)

**Technical Department** 01737 276839  
Technical Manager [john.hewitt@reigate-banstead.gov.uk](mailto:john.hewitt@reigate-banstead.gov.uk)  
Deputy Tech Manager [marc.watkins@reigate-banstead.gov.uk](mailto:marc.watkins@reigate-banstead.gov.uk)

**Marketing Department** 01737 276835  
Marketing Manager [felicity.henson@reigate-banstead.gov.uk](mailto:felicity.henson@reigate-banstead.gov.uk)

**Front of House** 01737 276833  
Front of House Manager [ella.lawrence@reigate-banstead.gov.uk](mailto:ella.lawrence@reigate-banstead.gov.uk)

**Catering** 01737 276841  
Catering Manager [jeanette.roda@reigate-banstead.gov.uk](mailto:jeanette.roda@reigate-banstead.gov.uk)

# How to get to The Harlequin Theatre

## By Car

The Harlequin is located within the Warwick Quadrant in the centre of Redhill and is easily accessible from the M25 (junction 8), A25 and A23. There are a number of inexpensive car parks within 5 minutes walk and free parking is available at the venue for patrons after 5:30pm weekdays and all weekend.

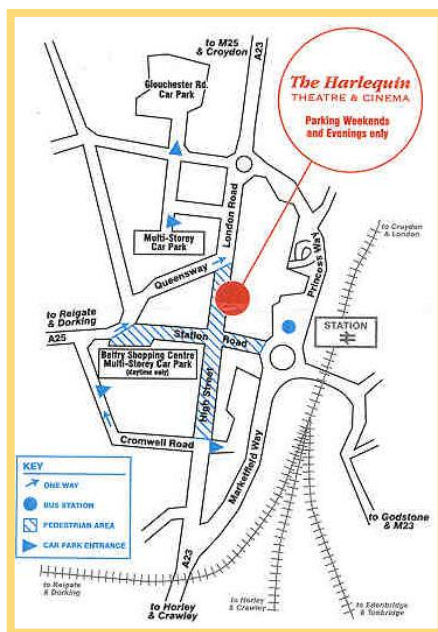
## Parking

Unfortunately we are unable to provide parking weekdays until 5pm and all hirers must find alternative parking arrangements. Vehicles may access the area in order to deliver small items to the theatre and park in another car park. Should you wish to do this please contact our Administration Department on 01737 276830 to arrange this.

## Service Bay

This is located off the roundabout opposite the station between the Bus Station and McDonalds. It is marked Warwick Quadrant Deliveries and is for all large deliveries which accesses directly to the theatre. If you are using the service bay, please arrange a suitable time with the Technical Manager, so that a member of staff is on site.

Prior to the performance it would be helpful for meetings to be arranged with Front of House and Technical Departments to discuss requirements.



# Auditorium Scale of Charges

## 01 April 2011 – 31 March 2012

**N.B** Prices quoted are applicable to dates stated only.

*If your event is taking place after this date please ask for relevant prices.*

### **Auditorium**

#### **9am – 6pm**

Monday – Friday	£230.00
Saturday	£295.00
Sunday	£390.00

#### **6pm - midnight**

Monday – Friday	£285.00
Saturday	£375.00
Sunday	£460.00

#### **9am - midnight**

Monday – Friday	£480.00
Saturday	£580.00
Sunday	£780.00

*Please note that Sunday functions end at midnight with accordance of the Sunday Observance Act.*

### **Technical Support**

Per hour or part thereof (min 3 hour session) £48.00 + VAT

*Technical support charges will be payable for any period that the stage and/or the auditorium is in use (for whatever purpose).*

The charge relates to 2 technicians, any extra crew required will be charged at **£9.00 + VAT** per hour, per crew member.

(A wide selection of equipment is available for hire on or off the premises. A full list is available from the Technical Manager.)

## Other Charges

Box Office Facility Charge	£105.00 + VAT
Box Office Commission	5% + VAT
Credit Card Commission	4% (on all card sales) + VAT
Merchandise	10% + VAT
PRS Commission	As applicable according to the type of music and performance stated by the Performing Rights Society. Minimum charge of £32.00

## Advertising – What's On Brochure

Half Page	£190.00 + VAT
Third Page	£120.00 + VAT
Inserts (per 1000)	£26.00 + VAT
Listing on Website	£25.00 admin charge

*Please note: Customers will be subject to a £1.00 fee per ticket when booking online.*

## Technical Equipment Charges – VAT will be added to these prices

Smoke Machine	£59.00 including fluid
Pyro Flash Controller	£22.00
Pyro Flash Box	£10.00
Lecturn	£14.70
Illuminated Orchestra Stand	£12.50
Conductors Stand	£22.80
Conductors Rostra	£13.00
Follow Spots	£52.00
Rostra (up to 6" high)	£14.50 each
Rostra (from 1" to 3" high)	£15.75 each
Step Units (for use with rostra)	£12.00
Gaffa tape	£9.50 each
Colour Call for Show	£86.00 (Auditorium) £20.50 (Studio Theatre)
Tuned Grand Piano	£126.00
Tuned Upright Piano	£90.50

All costs for additional technical equipment can be applied for via the Technical Manager

## Payment of Charges

An initial deposit of £100 must be sent with your booking form and is non refundable. This will be taken off your final settlement.

Within 7 days after your event a settlement will be sent to the person detailed on your application form outlining the final amount owed/to be paid. This will be fully itemised. If you disagree, or have any queries regarding the final settlement /invoice, you must contact Administration within 7 days of the date of the settlement. If monies are due to you we will forward this to you after this 7 day period.

If monies are owed to us at the end of the event, you will be invoiced directly. Payment must be received within 30 days of the invoice. Please forward payments to the attention of the Administration Department.

All cheques must be made payable to  
**The Borough of Reigate and Banstead (Harlequin).**

All invoicing queries should be made to the Administration department.

Should the Harlequin wish to hire the venue to another party during the Hirer's booking, both parties will mutually agree this and a suitable refund will be given to the hirer.

*You may not allow the use of the theatre by any other group or organisation without the written authority of the Theatre Manager.*

# Technical Information

The Harlequin's Auditorium is a multi-purpose venue with a flat floor, 17.8m wide by 24.5m long. With a balcony at one end that has 4 rows of permanently installed seating. Hinged wall panel may be opened out to produce a proscenium arch and retractable seating units stored beneath the balcony and the orchestra pit elevator provide tiered seating.

<b>Proscenium</b>	12.04m wide x 7.56m high to fixed pelmet. Height may be reduced with house border. Width between open panels 12.04m Height to fixed pelmet 7.56m
<b>Width</b>	Centreline to stage right – 8.87m Centreline to stage left – 8.87m Distance between fly floors – 14m
<b>Depth</b>	Stage edge to back wall (clear) – 10.56m Rear of House Curtain to back wall – 9.90m In Front of House Curtain to stage edge – 0.66m
<b>Height</b>	Clear beneath fly floors – 8.03m Clear beneath underside of grid - 10.3m
<b>Stage Floor</b>	Flat and level
<b>Flying System</b>	29 Hemp sets generally at 0.20m centres Maximum safe working load 80kg 9 electric winches max capacity 250kg Bar lengths 13m
<b>Stage Manager</b>	Working corner stage left Mobile control desk with extension cable
<b>Storage</b>	No on site storage or workshop facilities
<b>Get In</b>	Street level one floor below stage. Lift access to stage level upstage right. Maximum dimensions of lift – 5.74m x 2.29m x 2.45m high Access to stage 2.17m x 2.07m high.

A member of Harlequin Staff must be present at all times when the auditorium is in use.

## **Technical Equipment**

Other equipment may be available, and will be charged on the final settlement/invoice. These details are available from the Technical Manager and requirements must be confirmed at least four weeks before the hire. Any requests made through anyone other than a member of staff may result in disappointment.

Any damage to the equipment in the Harlequin Theatre Auditorium will be charged – you will be charged the cost of repair or replacement of the item. Labour costs may be charged depending on the damage to the equipment.

## **Radio Microphones**

It is the responsibility of the hirer to ensure any radio microphones brought into the theatre utilise legal frequencies and are correctly licensed where required. Further information can be obtained from the Radio-communications Agency.

You should be aware that the penalty for illegal or unlicensed radio microphones could result in a fine of up to £5000 & 6 months imprisonment.

## **Electrical Safety**

Recent Legislation now requires any equipment that uses main electricity to be tested for electrical safety before it is brought onto the premises.

This test is known as a Portable Appliance Test or PAT.

Any reputable theatre hire company or electrical contractor should be able to PAT your electrical equipment and provide certification. Anything that has a plug on the end of it requires a PAT, be it a spotlight or a kettle. You should ensure that any equipment you hire from any source has been PAT tested.

## **Use of Naked Flames, Cigarette Smoking, Pyrotechnic Effects & Firearms**

The use of real flame, cigarette smoking, pyrotechnic effects and firearms are not allowed during a performance unless the local authority grants consent. A request for consent to use any of these should be made in writing to the Technical Manager at least 28 days before your performance takes place. The Technical Manager will then apply to the local authority for the granting of consent and the issue of a licence in regard to your particular requirements. The Harlequin Management

reserve the right to disallow the use of any of the above, even if it has received a licence, if it is considered unsafe.

## **Construction of Set – Flammable Materials**

All settings, props and drapes used in your performance shall be non-flammable and shall be so maintained to the satisfaction of the local authority and Harlequin Management.

Ideally you should construct your setting from materials that have been specifically treated during manufacture to render them fire resistant. It is strongly advised to avoid certain materials, such as paper, cardboard, plastics, polystyrene, polythene and expandable foams.

The local authorities Health & Safety Officers and the local fire brigade officers have the right to access these premises at all times and may arrive without prior warning to test sets, props and drapes for their flame retarding properties. The use of items not meeting the required standard would be banned and in extreme cases could result in the cancelling of the performance. Should any member of the Technical Staff state that an item or set is dangerous then the piece will be removed from the theatre. Their decision is final.

## **Dressing Rooms**

The Harlequin theatre has 6 dressing rooms, including the Green Room, which are suitable for a maximum of 112 persons. The theatre also has 3 function rooms which may be used as dressing rooms but these must be booked in advance through the Administration department. These will be charged to you at the appropriate rate. Function rooms are licensed to hold between 30 and 100 people.

<b>Dressing Room 1</b>	4
<b>Dressing Room 2</b>	5
<b>Dressing Room 3</b>	10/11
<b>Dressing Room 4</b>	34 Seated, 40 standing
<b>Dressing Room 5</b>	31 Seated, 36 Standing
<b>Green Room</b>	14 Seated, 16 Standing

# Children in Performances

The children should be adequately supervised and Controlled at all times (a minimum of **one** adult per children from the age of 5; below the age of 5, more supervision is required – 1:6 is recommended).

Parents are not to go backstage with their children. They should be signed in at the stage door and handed over to a Matron. At the end of a performance children should be signed out at the stage door by a parent collecting them.

## Operations

Hirers must await formal 'House Clearance' from the theatre's House Manager before commencing their performance.

Nobody should appear Front of House in costume, unless for Publicity purposes or part of the act, and no performer or crew should be Front of House after the half-hour call for the start of the event.

## Front of House Information

The Front of House areas are accessible to the public during the following hours:

Mon – Saturday	10am – 3pm; 6pm – end of event
Sunday	1 hour before an event – end of final event

The Auditorium is open to the audience at least 20 minutes before the start time of the performance. The theatre bar may remain open at the end of a performance at the discretion of the Bar & Catering Manager.

The Duty Manager is responsible for all the people in the Front of House area. In the case of an emergency they are responsible for evacuating the building during the performance. Their say is final in all Front of House matters.

# Marketing & Publicity Information

## Theatre What's On Brochure

The Harlequin events brochure (A5 28pp full colour) is published twice a year in runs of 25,000. The deadline for all material to be supplied by the hirer for inclusion in the events brochure are detailed below.

	<b>Period covered in brochure</b>	<b>Brochure published</b>	<b>Deadline for material</b>
<b>Spring/Summer</b>	April - September	Feb/March	1 <sup>st</sup> week of January
<b>Autumn/Winter</b>	October – March	July/August	3 <sup>rd</sup> week of May

## What's On Advert Sizes

- Half page – approx 70mm x 140mm
- Third page – approx 50mm x 140mm

The costs are detailed in the charges section of this information pack. However, The Harlequin reserves the right to exercise editorial control over the content of the brochure.

## Artwork

Acceptable formats are:

- TIF
- JPEG
- PDF

Please supply artwork as 300dpi image A5 minimum in CYMK. Please ensure that all disks/CDs are supplied virus free.

## File Format

### Documents

- Up to Quark-Xpress 6.5
- Adobe Acrobat

We cannot accept fonts for use within advertisements that are not embedded unless we own a copy. If we do not own the fonts

required to produce a finished image, we reserve the right to substitute the typeface to the nearest equivalent one we own.

### **Copy**

Approx 50-100 words including pricing and booking details if not Harlequin Box Office.

### **Other Promotional Opportunities at The Harlequin Internal Displays**

Display boards are available for the use of the company during the time of their hire and prior to the event. The Hirer may use these boards to display posters, photographs, leaflets, cut outs etc. related to their production. It is the responsibility of the hirer to erect, maintain and dismantle displays.

### **Leaflet Display**

Leaflets for display in The Harlequin should be delivered to the Marketing Manager at the Harlequin Theatre as far in advance of the production as possible. Leaflets should be either A5 or one third of A4 size in order to fit the leaflet racks. The Marketing department displays leaflets as early as possible in the designated racks within The Harlequin.

We request that the hirer should not place their own leaflets in the racks at The Harlequin.

### **Website & Email**

Subject to agreement, your event can be available for sale online at [www.harlequintheatre.co.uk](http://www.harlequintheatre.co.uk). We are building our list of email subscribers and subject to planning and content may be able to include information on our monthly E-newsletters.

### **Local Press & Media Contacts**

The Marketing Officer holds a list of local Press and Media contacts for publishers and broadcasters who cover this area. The Harlequin cannot undertake to contact these on the behalf of the Hirer, however we can supply a list on request.

# Box Office Information

All tickets should be sold through the Box Office unless otherwise agreed with the Theatre Manager.

## Box Office Opening Hours

**Monday – Saturday** 10:30am – 3pm; 6pm – 8pm

**Sunday** Opens one hour before live performances

Unfortunately, for certain performances (ie. non-professional productions/ standing events) the facility to book tickets via our website is not available.

## Ticket Pricing

You will be responsible for pricing the tickets of the production, unless the Theatre Manager has agreed otherwise.

Please ensure that full details of the pricing, structure for your performances are listed on the booking form, as this will be used to programme your tickets into the computerised Box Office System.

## Box Office Fees

The fees for the Box Office Services are listed within the Scale of Charges section of this information booklet.

## Consignment Tickets>Returns

The Box Office can print tickets off for hirers to sell on a sale or return basis. If the tickets are returned to us unsold, this will incur a charge of £0.50 per ticket to cover printing and operational costs of this service.

It is in your interest to return unsold tickets to us as you will be charged Box Office Commission on tickets taken to be sold externally as well as tickets sold within the Box Office. If they are not returned, we will assume they have been sold and charge accordingly.

Unsold consignment tickets must be returned to the Box Office 48 hours before the performance. We will endeavour to sell the unsold consignment tickets, however, this can not be guaranteed.

## **General Information**

Should you require to video/photograph the show, we must be informed at the time of booking as rows P&R will need to be reserved to comply with Health & Safety Regulations. To comply with licensing regulations all children over 18 months will need their own ticket to gain entry into the Auditorium.

## **Cast Presentations**

Are you planning to have any on stage presentations at the end, or during, your event? Anyone from your company wishing to watch this from the Auditorium will need a seat. Standing is not permitted on the stairs or in the aisles, as they are all exit routes. Please ensure that a seat is set aside for your presenter. Individual seats can be held from sale by the Box Office, however, please specify this on your booking form or to the Box Office as soon as possible.

Please ensure that you contact the Front of House Manager to inform us if there are flowers to be delivered to the theatre, and how many displays you are expecting. Storage space is very limited Front of House, so details regarding where and when these are to be presented will be discussed with you by the Duty Manager.

Are you planning to hold a raffle? What arrangements are you making for this? Please ensure that all raffles and lotteries are lawful, as these are your responsibility and not of The Harlequin Theatre.

If children are performing and will be admitted into the Auditorium at a later stage in the performance, this must be detailed on the booking form. The interval is the most convenient time, other wise you will require a pause in the proceedings and the house lights up whilst they are seated. Please ensure that the Duty Manager is informed.

We will need to know whether or not your dress rehearsal will be 'open' to the public (parents or otherwise). Where the public is involved, in the interests of safety, the building has to be staffed. Please ensure that this is clearly marked on your booking form.

# Catering Information

No food or drink may be brought onto the premises. All catering arrangements must be made with our Catering Department. If a late licence extension is required, this will only be considered by the Magistrates Court on evidence of it being a Special Event. An annual dinner dance or event is not sufficient in itself for consideration for an extension. The Catering Manager will be pleased to discuss any requirements you may have.

Although any catering arrangements are made through 'Masks', it is helpful for the Duty Manager to know of any receptions etc. that will be taking place. You should also make yourself aware of bar opening/closing times when planning your arrangements.

A separate catering form is enclosed with the Auditorium Booking Form. **One week notice is necessary if a buffet is required.** Please contact Jeanette Roda, Catering Manager, on 01737 276841 or email [jeanette.roda@reigate-banstead.gov.uk](mailto:jeanette.roda@reigate-banstead.gov.uk).

If you are planning a reception for your function, please contact the Administration department as any additional rooms need to be booked through Administration.

## Sample Buffet Menus

### **Menu A**

A selection of assorted sandwiches  
Meat & Vegetarian Quiche  
Sausage Rolls  
**£6.00 per person**

### **Menu B**

A selection of assorted sandwiches  
Meat & Vegetarian Quiche  
Vegetable Samosas  
Vegetarian & Sausage Rolls  
**£6.95 per person**

### **Menu C**

**Assorted Sandwiches**  
**Quiche Lorraine, Chicken Saté**  
**Vegetable Samosas, Mini Spring**  
**Rolls**

### **Menu D**

Farmers Chicken & Ham Pie  
Roasted Vegetarian & Sun Dried Tomato Tart  
Breaded Chicken Goujons  
Mini Vegetable Parcels, Mixed Salad  
Coleslaw, Assorted Dips  
**£9.95 per person**

Mini Patisserie Selection **£0.85**  
Fresh Fruit **£0.85**  
Biscuits **£0.35**  
Teas/Coffees from **£1.20**

Evacuation procedures are posted in all Dressing Rooms, Backstage and on the Company notice board. Please read these. In the event of an evacuation, members of staff will direct you.

A sign in sheet for all members of the company entering backstage is required for evacuation purposes. This should be the responsibility of the company member manning the stage door. In the case of an evacuation, this list must be taken to the Duty Manager at the assemble point. This sign in sheet/list must include performers, helpers, supervisors, your own stage crew as well as any other company members as this is essential information.

All fire exits and escape routes are to be kept clear and free from obstruction at **all times**. It should be noted that **all fire exit doors are alarmed** and should be used **ONLY** during an evacuation.

The doors within the theatre are fire/smoke control doors and therefore must not be wedged. In the interests of Health and Safety all cables etc must be made secure. Members of the technical staff will be able to advise on this.

In the interests of safety **FLASH** photography is **not normally** permitted in the Auditorium except in exceptional circumstances at the discretion of the Duty Manager.

All mobile telephone **must** be switched off during the performance.

## **Security**

All performers should enter and exit the building via the stage door, and hirers should arrange for a responsible member of their company to man the stage door for security purposes.

All members of the company who are using the back stage area, or crossing between Front and Back of House areas will be issued with security passes. These are available from the Duty Manager or Box Office. In the interests of safety you will be prevented from passing between Front and Back of House unless you have a pass. If you are holding a number of performances, these passes can be made up for you in advance and laminated. Please inform the Front

of House Manager two weeks before your hire so that these passes can be prepared for you.

Backstage security codes may be advised but these should be issued only to the minimum number of people. They are there in an attempt to keep you and your belongings secure.

## **Child Performers**

If you are involved in organising a performance with child performers. You should familiarise yourself with *The Children (Performances) Regulations* from the LEA or the HMSO booklet, *The Law on Performances by Children*. This information can be ordered via the HMSO website.

- [www.hmso.gov.uk](http://www.hmso.gov.uk)
- [http://www.opsi.gov.uk/si/si2000/uksi\\_20002384\\_en.pdf](http://www.opsi.gov.uk/si/si2000/uksi_20002384_en.pdf)

Surrey Education Committee also produces a leaflet, *Employment of Children in Entertainment – Guide for Matrons*.

It is your responsibility that you comply with current legislation for child performers and not the Theatres.