

The Harlequin
THEATRE & CINEMA REDHILL

Standard Rate

**Function Room
& Conference
Information Pack**



01 April 2011

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**31 March
2012**

The Harlequin

THEATRE & CINEMA REDHILL

Conference Facilities & Function Rooms

The Harlequin boasts a variety of spacious and flexible conference and function rooms to meet any size of event from full conferences to intimate meetings. Offering a professional service with advice and assistance on hand from our dedicated team we are certain we can fulfil your requirements.

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 & Display)
- Free parking after 6pm on weekdays and all day at weekends
- Variety of flexible format rooms to cater for 1-600 guests
- Most rooms have natural light
- 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.

Private Hire

From children's parties to wedding receptions, our experienced Bar and Catering team are eager to make your event sparkle. At The Harlequin, we are dedicated to offering our expertise to help you celebrate your special event and make it a truly memorable occasion.



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.

By Coach or Bus

The main bus station is just 2 minutes walk from the theatre and we can recommend several reputable coach firms in the area.

By Rail

Redhill train station runs frequent Services to and from London Victoria, London Bridge, Gatwick and Brighton, as well as local services. The station is five minutes walk from the Theatre.

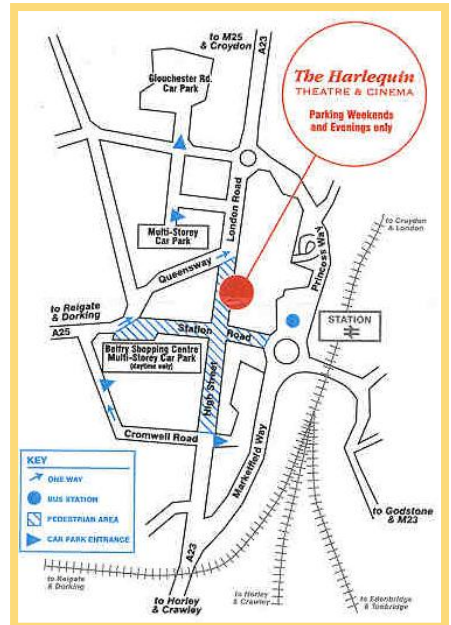
By Air

London Gatwick Airport is just 15 minutes away by road or rail.

Disabled Facilities

The Harlequin Theatre is fully accessible to all patrons providing lifts to all floors of the venue.

- Specialised toilet facilities are available in the lower foyer
- An infrared hearing system is available in the auditorium
- Guide dogs and hearing dogs are welcome
- A minicom is available for use in the box office
- All function rooms, apart from the Studio, are directly accessible via flat level flooring from the lower foyer.
- Please advise if you would like any information in a larger print.



Function Room Scale of Charges

Standard Rate

01 April 2011 – 31 March 2012

All prices quoted are on an hourly rate. A minimum letting period of two hours applies on all rooms.

Studio

Available for hire 8am – 1:30pm

Monday – Friday	£65.00
Saturday	£75.00
Sunday	£85.00

Tanners, Woolsack or Milliner Rooms

Available 9am – 12midnight

Monday – Friday	£37.00
Saturday	£42.00
Sunday	£48.00

Tanners & Woolsack Rooms (Combined)

Available 9am – 12midnight

Monday – Friday	£65.00
Saturday	£75.00
Sunday	£85.00

Equipment & Facilities (VAT will be added to all equipment hire)

Digital Projector	£54.50
Upright Piano (tuned to concert pitch)	£71.50
Overhead Projector & Screen	£25.75
6' tripod screen	£14.75
26" Colour TV and VHS/DVD player	£30.50
Slide Projector & Screen	£25.75
Screen Only	£14.75
Flip Chart Easel	£9.50
Flip Chart Pads	£15.25 each
Lectern	£14.75

For all room booking enquiries please call 01737 276830 or email victoria.hoggins@reigate-banstead.gov.uk



The Studio

Dimensions: 12m x 7.9m

Theatre Style: Capacity 100

The luxuriously seated Studio provides a comfortable room for training seminars, product launches or corporate presentations and is supported by Dolby digital sound and state-of-the-art visual equipment.

The Studio can be used for various art forms that necessitate performing to a select audience, for this purpose it has its own Dressing Room adjacent to the Studio. Full cinema screen and projection facilities can be made available and the Studio is accessible via stairs or lift.

Please note that this room is only available for morning hires until 1:30pm.

The Auditorium

Dimensions: 17.8m x 24.5m

Capacity: 494 seated, 600 flat floor

The intimate, yet lively Auditorium comprises a flat floor with a balcony. It is a large adaptable space that can accommodate a variety of events, including Wedding Receptions, Banquets, Staff Parties, Conferences, Trade Shows & Exhibitions.

Ingeniously hinged wall panels can be opened out and a pelmet flown in to produce a proscenium arch. Retractable seating units stored beneath the balcony and the orchestra elevator provides comfortable tiered seating for 494 people.

The Auditorium supports full theatre lighting and Dolby analogue sound equipment. It has direct access to the loading bay and is accessible from the lower foyer



Woolsack Room

Dimensions: 6.5m x 5.75

Capacity: 30 people

The Woolsack Room is a smaller, more intimate, yet well-appointed space with plenty of natural light that accommodates seating for up to 30 people, ideal for the smaller intimate function or meeting.



Woolsack can be laid out in a variety of styles to suit your requirements. It is also a convenient room in which to hold a buffet lunch following an event in one of our larger function areas. It can also be useful as a breakaway room

The Woolsack Room can also be utilised as a fun-packed room for a children's birthday party. Why not combine a visit to the theatre to see one of our family shows or films and enjoy a birthday tea afterwards?

Tanners Room

Dimensions: 10.25m x 5.75m

Capacity: Up to 50 people

A multi-purpose space with natural light and cool cream painted walls, Tanners provides a comfortable environment for any small corporate event or informal social function.

A slightly larger area, Tanners can be laid out in a variety of styles to suit your requirements, therefore making a

perfect room in which to conduct a meeting or training session. Being exceptionally versatile, previous events in Tanners have included presentations, comedy nights, drama workshops and a variety of meetings.

Both these function rooms are accessed from the lower foyer and have easy access to the loading bay.





Tanners & Woolsack Combined

Dimensions: 16.7m x 5.75m

Capacity: Up to 100 people

This is a larger space with natural light enhanced by soft lighting and cream painted walls, and is perfect for smaller conferences or Annual General Meeting's, larger board meetings or training sessions.

It is also ideal for parties and cabaret evenings of all kinds. A perfect setting in

which to hold a Wedding Reception, any occasion party or disco as we can open the bar especially for your event.

With easy access to the auditorium, this space makes an excellent breakaway area, or could be an ideal room in which to eat your buffet lunch for larger events held in the Auditorium.

The space is accessible from the lower foyer and has easy access to the loading bay.

Milliners Room

Dimensions 7.6m x 6.2m

Capacity: Up to 30 people

Our newest function room, Milliners is an exceptionally well-appointed, recently converted, vibrant space offering plenty of natural light that suits a variety of functions.

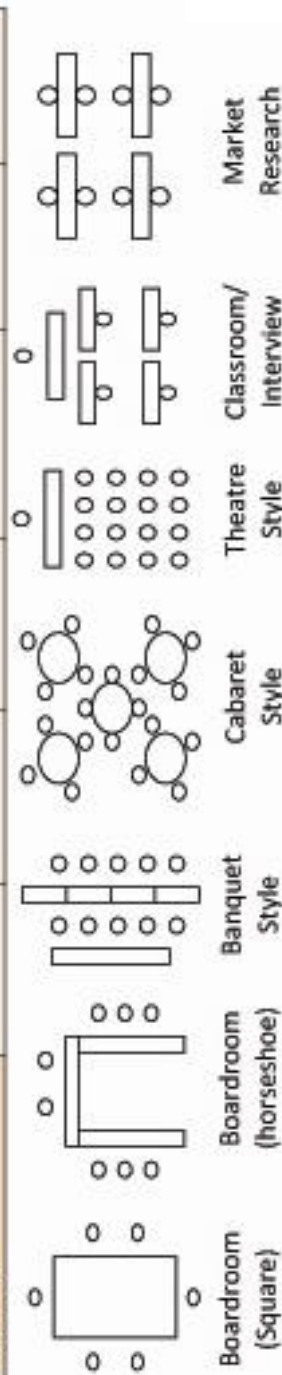
This room is directly accessible from our back stage area making it suitable as an additional dressing room for large scale events, such as ballet shows.

Milliners can be laid out in a variety of styles to suit your requirements. It is ideal for smaller meetings, parties, buffet lunches or as a breakaway area. The room is fully accessible from the lower foyer and has easy access to the loading bay.



Room Comparison Chart

	Woolsack	Tanners	Woolsack / Tanners	Auditorium	Milliners Room	Cinema/ Studio
Measurements	6.5m x 5.75m	10.25m x 5.75m	16.7m x 5.75m	17.80m x 24.50m	7.6m x 6.2m	14m x 7.9m
Flat floor	30	50	100	600	30	100
Boardroom (square)	20	30	N/A	N/A	16	N/A
Boardroom (Horseshoe)	17	26	48	N/A	15	N/A
Theatre Style	30	50	100	494	24	100
Banquet Style	N/A	48	84	220	N/A	N/A
Cabaret Style	20	40	80	200	N/A	N/A
Market Research	14	24	40	N/A	14	N/A
Exhibition	N/A	N/A	17 stands	29 stands	N/A	N/A
Classroom/ Interview	7	11	17	N/A	7	N/A



Catering Options

April 2011 – March 2012

The Theatre's catering team offer a variety of refreshment options for all occasions, from children's parties to Corporate Events. A variety of refreshments can be provided whatever time you hold your event. Whether you require Continental breakfasts, afternoon tea with cake and scones or a buffet we can cater to all your requirements.

Please note that no food or drink may be brought onto the premises. All catering arrangements must be made with our catering services. If a late licence extension is required, this will only be considered by the Magistrates Court on evidence of it being a special event.

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
£8.75 per person

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**

All our buffet menus are a guide only and you are welcome to mix and match to your choice. Our staff will be more than delighted to discuss any requirements you may have. Our team of friendly, efficient staff can cater for all dietary requirements including vegetarian, vegan or gluten free.

Please contact Jeanette Roda, Catering Manager, on 01737 276841
or email jeanette.roda@reigate-banstead.gov.uk.

Terms & Conditions of Hire

Applications

The person(s) signing the booking forms will be deemed to be the hirer save that where an organisation is named, that organisation also shall be considered the hirer and shall be jointly responsible for adhering to the terms and conditions of hire.

Scale of Charges

- All prices shall remain constant in the period twelve weeks up to the date on which the function has been booked provided that the Council has confirmed the booking. All prices quoted exclude VAT but the appropriate rate will be charged.
- An application becomes a booking when the booking form is completed and returned to the Harlequin.
- Cancellation of a booking within 10 working days of a function will incur a 50% charge of the total booking fee. Cancellation within 5 working days of a function will be charged at the full cost of the booking.
- Monies payable to the Harlequin will be paid within 30 days of the invoice date.

Security of Property

- The Council will not accept any responsibility for any loss, theft or damage to articles or possessions left upon the premises by the hirer or of any other persons.
- Property used in connection with any hiring whatsoever shall not be left upon the premises after the termination of such hiring.
- The Council shall be entitled to dispose of property left on the premises as it sees fit if it is not claimed within 28 days.
- The Council will accept no responsibility for such property and the hirer shall be responsible for any costs or expenses incurred in the removal, storage or disposal of such property.

Damage to Council Property

The hirer shall take all reasonable precautions to ensure and safeguard the safety of persons and Council property including property in and upon the buildings and surrounds by the provision of adequate supervision and control at all times that access is granted to the hirer in connection with the hire. It is required that the hired room will be left in the same condition as when it was hired.

Catering

- No hirer may undertake their own catering in any form unless by prior written agreement from the Catering Manager.
- No intoxicating liquor or other drinks shall be taken into the hired premises by the hirer or anyone on behalf of the hirer or by any person attending the function, whether for consumption at The Harlequin or not.
- No food shall be consumed on the hired premises except in the place specifically provided for that purpose.

Smoking

In accordance with the No Smoking Law 1st July 2007 the hirer must ensure that they and anyone connected to the hire, are aware and comply with the Law.

Advertising

The display of any publicity or advertising media in The Harlequin shall be at the discretion of the Sales & Marketing Manager.

Public Order & Safety

The hirer shall, without question, comply with all requests of the Duty Manager;

- For the purpose of ensuring public order & safety & maintaining fire precautions.
- For the protection of, or improper use of, any equipment or accommodation supplied by the Council.

Conduct

The hirer shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly, and that nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented.

Right to Refuse Admission

The Duty Manager reserves the right to refuse admission to, or remove from the hired premises, any person without stating any reason therefore.

Prevention of Use of the Harlequin Through Strikes etc.

The Council will not be responsible for any loss or damage suffered by the hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force majeure, strike, lock out or similar cause. The decision of the Council as to whether or not the accommodation is available within the meaning of this condition shall be final and binding on the hirer.

Right to Terminate

The Council reserves the right by notice in writing to the hirer to terminate the Agreement and the hiring at any time the continued hiring would not be in the interests of good management. The Harlequin shall give to the hirer as long a notice as possible of their intentions, and shall return to the hirer any monies paid by way of deposit and may refund to the hirer any amount of reasonable expenses properly incurred in respect of the hiring PROVIDED that the payment of such monies shall be in the absolute discretion of the council.

**Theatre Management
February 2011**