

## PUBLIC PERFORMANCE HIRE FEES 2020/21

### GREAT HALL

Two session day (from 2pm & evening concert)	£3003 + VAT (£3603.60)
Three session day (from 10am & evening concert)	£3782 + VAT (£4538.40)

### RECITAL ROOM

Two session day (from 2pm & evening concert)	£1040 + VAT (£1248)
Three session day (from 10am & evening concert)	£1446 + VAT (£1735.20)

All ticket income is also subject to 12.5% Box Office commission  
and Box Office set-up fee of £100 + VAT

### HIRE FEE INCLUDES:

- Duty Manager for duration of hire period
- Duty Technician for duration of hire period
- Statutory Front of House stewarding for three-hour concert
- Audience chair set-up (layout to be confirmed prior to event)
- Use of Blackheath Halls' orchestral chairs and music stands
- Use of basic in-house public address system for speech and playback (Sound Engineer not included).
- Parking for instrument delivery (subject to prior arrangement)
- Limited parking (six spaces) for hirer; exact number be confirmed prior to hire.
- Artists' Dressing Rooms for the duration of hire period (two for Great Hall; one for Recital Room)
- Bar Manager and staff to open the Café Bar one hour before performance, during the interval and following performance, subject to confirmation of event capacity.

All hire and services rates are subject to VAT  
and a 50% increase on Bank Holiday weekends

## Capacities

Both performance spaces have flexible seating, which can be configured in a variety of ways and this affects the final capacity. The capacities listed below are guidelines, based on the assumption that performances will take place on the stage only without any extension into audience space. Please note particularly that if a concert incorporates the use of one of our pianos, this necessitates a platform installed in front of the stage, which reduces the capacity. We are very happy to talk to hirers about using the space to its best potential for the event.

**Cabaret style seating**  
GREAT HALL **250**  
RECITAL ROOM **80**

**Formal theatre seating**  
GREAT HALL **c.500**  
RECITAL ROOM **160**

**Standing**  
GREAT HALL **1000\***  
RECITAL ROOM **250**

**These capacity guidelines must include all performers and staff.**

\*When capacity reaches this level, we advise hirers to consider use of the Recital Room (if available) as auxiliary Green Room and/or bar space.

## Hall Dimensions

### GREAT HALL

(floor) 75' x 54' (22.9m x 16.6m)  
(stage) 27' x 54' (8.23m x 16.5m)

### RECITAL ROOM

(floor) 48' x 30' (14.6m x 9.1m)  
(stage) 10' x 22' (3m x 6.7m)

## Performing Rights Society (PRS)

Concert promoters are required to supply PRS information at the end of the performance so that a venue PRS return can be submitted (if required). PRS charges will be deducted from the box office reconciliation (3%).

## Box Office Facility

Please note all ticket income is subject to **12.5% Box Office commission** and **Box Office set-up fee of £100 + VAT**

## Merchandising

Permission to sell merchandise must be sought in advance of the performance. Blackheath Halls retains commission from merchandise sales of **30% + VAT** of the gross takings if we sell merchandise on behalf of the incoming promoter and provide the float. If you,

as the incoming promoter, sell merchandise at the venue and provide your own float and staff, we retain **15% + VAT** of gross takings. We can arrange Programme Sellers, subject to commission.

## Front of House Staffing

We provide Duty Manager and Ushers.

## Marketing

We can provide limited marketing support for Public Performances. Please see additional marketing information for details and packages available.

## Recordings and Filming

If you wish to record, webcast or broadcast the performance, notification must be given as early as possible and at least six weeks prior to the performance date. This would be subject to an additional fee.

## Other Services

Piano hire (includes one tuning)  
£125.00 + VAT (£150)

(Great Hall: Steinway D and Yamaha; Recital Room: Bösendorfer)

Piano tuning £65.00 + VAT (£78)

Staging and choir rostra POA

Technical equipment  
(PA, microphones, projector etc)  
See Technical Hire Costs