



## GREAT HALL

Two session day (from 2pm & evening concert)	£3572 + VAT (£4286.40)
Three session day (from 10am & evening concert)	£4410 + VAT (£5292)

## RECITAL ROOM

Two session day (from 2pm & evening concert)	£1236 + VAT (£1483.20)
Three session day (from 10am & evening concert)	£1721 + VAT (£2065.20)

All ticket income is also subject to 12.5% Box Office commission  
and Box Office set-up fee of £120 + VAT (£144)

## 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

To discuss the set-up of your event and technical requirements please contact:  
**Malcolm Richards**, Technical Manager ● [m.richards@blackheathhalls.com](mailto:m.richards@blackheathhalls.com)  
**Hannah Benton**, Operations Manager ● [h.benton@blackheathhalls.com](mailto:h.benton@blackheathhalls.com)

## 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 pianos in the Great Hall are at ground level and not on the stage. We are very happy to talk to hirers about using the space to its best potential for the event, upon which we can discuss the licensable capacity.

### 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 front of house and/or bar space.

## Hall Dimensions

### GREAT HALL

(floor) 75' x 54' (22.9m x 16.5m)

(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 £120 + 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.

## 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 is subject to approval by Blackheath Halls, and an additional fee is payable.

## Other Services

Piano hire (includes one tuning)

£175.00 + VAT (£210)

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

Additional piano tuning £70.00 + VAT (£84)

Staging and choir rostra POA

Technical equipment

(PA, microphones, projector etc)

See Technical Hire Costs