

Contract Conditions

**Please Note: The Athenaeum Centre is run entirely by Volunteers, including: -
Duty Managers, Box Office Staff, Ushers and Door Security**

A volunteer Athenaeum Duty manager will open and close the Centre for your event as arranged with the Booking Secretary. We ask that you please keep to the times and arrangements that are agreed to avoid any undue difficulties for the Duty Manager. Please ensure that you always have the name and telephone number of the Duty Manager with you and inform them of any changes.

It is the *Hirer's* responsibility to set out their own tables and chairs for their event. There is a set layout for every room showing how chairs and tables are to be re-arranged upon completion of the hire by the *Hirer*.

The *Hirer* is Responsible where necessary for the cleaning and clearing of all rooms after use, and the disposal of all rubbish, including the recycling of all materials. Areas of hire must be left clean and in a tidy condition. All personal possessions must be removed after an event.

Failure to comply with these conditions may incur a charge to the *Hirer*, particularly if further cleaning is necessary.

The Centre has an Alcohol Licence that permits only our Designated Premises Supervisor to oversee the sale of alcohol, under the full control of the Athenaeum Trust. The Athenaeum Bar is run and manned by the "Athenaeum Friends", however should a hirer wish to operate a bar themselves this can be arranged, but there would be a charge of £25. Very strict rules apply to the sale and consumption of alcohol on the premises, and the Athenaeum Trust reserves the right to refuse the sale of alcohol at any time.

A £50 refundable deposit must be paid in advance for the hire of the Function Room and Bar Area, and the Auditorium.

All bookings are subject to a formal Hiring Agreement, the conditions of which can be discussed with the Booking Secretary

It is the responsibility of the *Hirer* to produce all advertising literature, and to promote their event accordingly. The Athenaeum accepts no responsibility for the *Hires* lack of an adequate and suitable advertising promotion, or the numbers of tickets sold

Box Office



01985 213891

Booking Secretary



07887 730199

Web Page

www.theath.org.uk

ATHENÆUM

CENTRE FOR THE
COMMUNITY

Charity Number 1086353

SCHEDULE OF HIRING CHARGES

Valid from 1st September 2022



THE ATHENÆUM CENTRE
18 - 20 HIGH STREET
WARMINSTER, WILTSHIRE, BA12 9AE

Theatre Hiring Charges for Shows

The Theatre hiring charges are based upon the individual performance needs, irrespective of day or time, and will include: -

- The Auditorium, The Stage and Dressing Rooms
- The Gallery Room
- The Foyer
- First Floor Function Room and Bar Area
- Other Rooms by Arrangement

The basic charge for each performance is £3.00 per seat sold, with a minimum charge of £200 and a maximum charge of £500.00. In addition, there is an Athenaeum Building Restoration Levy of £1.00 per seat sold.

Additional facility charges by arrangement with the Booking Secretary: -

- Use of Theatre Sound and Lighting Facilities are charged at £35.00 for each and every performance
- Prior Setting-up to your own requirements by our Sound and Lighting Technicians, plus support for rehearsals and stage set-up, together with the performance are charged at £10.00 per hour per technician
- Use of Grand Piano £50 (tuning if required £35 extra).
- Hire of Keyboard £10, Electric Piano £20
- Rehearsals £40 per 4 hour session. All times must be agreed in advance
- Radio microphones, speciality lighting, star cloth, special effects machinery, external hire of special equipment, and Film Projection are all available upon request

Your full show details should be discussed with the Booking Secretary, together with a clear indication of the required opening and closing times for performances and rehearsals, and any other special requirements, including setting-up, departures and interval times.

You will be required to complete a basic risk assessment for any stage performances before the show is allowed to proceed.

All of our event tickets can be bought on-line or at the Athenaeum Box Office, and are all sold through TicketSource. Our Box Office tickets are digitally printed and will be checked at the entrance to the Auditorium, along with proof of purchase from guests who have bought on-line.

The Box Office, Front of House and Auditorium will be staffed by our Athenaeum Volunteers. All show events are managed by an appointment Athenaeum Duty Manager.

Room Hiring Charges (Hours of hire 9am – 11pm)

	MONDAY TO FRIDAY		SATURDAY & SUNDAY	
	Hourly Rate	4 hour Session	Hourly Rate	4 hour Session
Meeting Room	£10.00	£30.00	£12.00	£36.00
Gallery Room	£15.00	£45.00	£18.00	£54.00
Close Meeting Room	£15.00	£45.00	£18.00	£54.00
Close Rehearsal Rooms	£15.00	£45.00	£18.00	£54.00
Studio Room	£20.00	£60.00	£25.00	£75.00
Main Function Room	£30.00	£90.00	£40.00	£120.00
Auditorium	£50.00	£150.00	£80.00	£250.00

Special Rates for events, weddings or extended periods are available on request

Room Terms

Kitchen	If meals are to be prepared and/or cooked then a flat rate of £35 will apply for the use of the equipment, and must be arranged with your booking
Meeting Room	Includes the use of the Kitchen (for your own Tea & Coffee making) and must be arranged with your booking
Gallery Room	Includes the use of the Kitchen (for your own Tea & Coffee making) and must be arranged with your booking
Close Meeting Room	Includes the use of the Kitchen (for your own Tea & Coffee making) and must be arranged with your booking
Close Rehearsal Room	Includes the use of the Kitchen (for your own Tea & Coffee making) and must be arranged with your booking
Studio Room	Bookings are subject to special arrangements, as permanent tenants have priority and occupation at set times
Main Function Room	Includes the use of the Bar Area. See comments regarding the alcohol licence and use of the Bar
Auditorium	Also available for non-theatrical events e.g. meetings, lectures, private functions, including use of Dressing Rooms. For performances that involve a charge to customers, refer to Theatre Hiring Charges

A Flip chart stand/white board, projector and portable screen are also available on request