

Hiring the Theatre at Jacksons Lane

Applications for hire

- Applications for hire should be made in writing and addressed to the General Manager of Jacksons Lane, and should contain the following.
- An outline of the project or production
- Any known technical requirements
- Any special licensing considerations eg. pyrotechnics, smoke machine etc.
- Company background
- Amount of performers
- **If your project involves under 18's you will need to have an up to date DBS check document giving you clearance to work with young people.**

Hire Rates

- By the Hour: £100 per hour Plus VAT with a minimum hire of 4 hours. Technical assistance included. **Please note, this rate is for rehearsals only.**
- One-Show Day: £850 per day, plus 8% box office handling charge (all plus VAT); Price includes 8 hours access & technical time, and FOH staffing for one performance.
- Two-Show Day: £1310 plus 8% box office handling charge (all plus VAT); Price includes 12 hours access & technical time, and FOH staffing for two performances.
- By the week: £3950 per week, plus 8% box office handling charge (all plus VAT);. Access from Mon-Sat, one performance per night, get out Saturday night, no Sunday access. £75+VAT additional charge per show for FOH staff. Week Hires include 40 hours of technical assistance, which includes statutory breaks daily. A schedule of required technical schedule must be sent to Jacksons Lane at least 4 weeks before the first hire date to be confirmed by the Technical Manager.

As Jacksons Lane is itself a charity – we do not offer discounts to other charities or non profit organisations.

Access to the theatre is strictly between the hours stated in the contract. There is no provision for extra rehearsals or setting up outside the parameters of these times.

WWW.JACKSONSLANE.ORG.UK

269a Archway Road, London, N6 5AA
Admin 020 8340 5226
Box Office 020 8341 4421
Fax 020 8348 2424
Email admin@jacksonslane.org.uk

Registered Charity No. 1119318 VAT No. 507095108
Jacksons Lane Ltd. Trading as Jacksons Lane. Company no. 5957997



Additional costs

Additional costs will be incurred for extra performances at the rate of £460 plus VAT per performance. This price includes 4 additional technical hours and additional FOH staffing.

Theatre Capacity

The maximum capacity of the theatre is 166, leaving the stage with a depth of 6 metres.

What is included in the hire price:

- **One Technician:** The hire price includes one technician to oversee your get-in and operate lighting and sound should you require this for up to 8 or 12 hours depending on your booking. Times may differ for week-hires. Should you require any further staffing this can be arranged for you but is subject to an extra charge. Additional hours or last minute changes to call times will be charged at £27+VAT per hour.
- **Use of equipment:** The hire price includes use of the lighting and sound systems
- **Use of dressing rooms:** All three dressing rooms are for the exclusive use of the hirer.
- **The Box Office** will sell tickets via our computerised system, in person and on-line – this is subject to an 8% handling charge +VAT.
- **Ushers:** Two Jacksons Lane ushers must be employed for the duration of your performance(s). This is included in the day-hire prices and is priced at £75 +VAT per show for week hires.

Names addresses and contact numbers of bookers for your performance can not be released to you due to the legislation laid down in the Data Protection Act.

What is not included

Marketing: Jacksons Lane will accept posters and flyers for your production or event for display within the building. We will not distribute your publicity material or send press releases or listings to the press.

Entry into Jacksons Lanes brochure and website: Jacksons Lanes brochure is planned 6 to 8 months in advance and due to the volume of both our own programme and theatre hires it is not possible to list hirers' events in either the brochure or on our website. However, the event will be listed on the ticketing link for sales purposes.

Extra equipment, gobos, and lighting gels. Should you require a piece of equipment, gobo or gel colour not included in the technical specification you will need to order and pay for these yourselves.

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Piano tuning: If you wish to use our piano and require it to be tuned there is a charge of £60 +VAT.

Lighting and Sound Design: Whilst our technical team are happy to advise we can not be responsible for the design of either sound or lighting for your production. It is expected that a lighting plan and plot is provided by the hirer.

Further Information

Insurance: Jacksons Lane carries insurance against any incident for which we are liable. We strongly advise that a hirer carries their own insurance to cover any incident or damage both to Jacksons Lane's or any third parties staff or property.

Smoking and alcohol: Smoking and the consumption of alcohol is not allowed in the dressing rooms and anywhere in the back stage area. We do not allow the sale of alcohol, food or drink by a hirer.

Food: As Jacksons Lane has a franchised café/bar, companies are not allowed to bring and consume their own food and drink (although permitted in the dressing rooms). This must be purchased from the café to be consumed on the premises

Front of House: All ushering and ticket collection for fire count remains within the control of the venue.

VAT: Be advised that all box office income is VAT applicable and appropriate deductions will be made by the venue to pay HMRC.

Space availability does not guarantee that your performance will be presented. Jacksons Lane retains the right to amend any of these details at any time and refuse any hire as required. Please note that as soon as any booking is confirmed, cancellation fees will apply.

01/05/2016

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