



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

## Borlase Theatre Hire Guide 2023

### Introduction

The Theatre at Sir William Borlase's Grammar school offers a high quality venue for your event. It comprises a flexible performance and auditorium space with 216 seats on retractable tiered seating.

The venue is available to hire for commercial, professional, amateur and community performances, arts and educational organisations, conferences, meetings and similar events. It is available for hire at weekends and throughout the week during the school holidays. During term time, it is also available during weekdays from 6pm, for a minimum hire of 2 hours.



### Hire Application Process

Please read through this application pack, including the Hire Terms and Conditions.

If you have any initial queries and wish to check availability for your preferred dates, then please contact the Lettings co-ordinator, Suzanne Chaplin at [Schaplin@swbgs.com](mailto:Schaplin@swbgs.com). If your dates are available, we are happy to provisionally hold them for you for a maximum of 21 days. Once you are ready to confirm your booking, we will issue you with a Hire Agreement and a 20% deposit of the hire amount is payable at this stage. In the event that you cancel your event, your deposit will be refundable if cancelled 6 weeks before the event date, but will otherwise be detained by the school. Please see the General Hire Terms and Conditions for full details of payment and cancellations policy.

Please note applications for hire of the theatre will only be considered if the nature of the hire meets with the ethos and policies of Sir William Borlase's Grammar School.

### Accessibility

Wheelchair users are able to be accommodated in the front row of the retractable seating. The exact location depends on the nature of your production and the Theatre team can offer their best advice.

The theatre is on the first floor, accessible via a lift from the ground floor. There is step free access into the building and into the theatre itself.

A disabled toilet is located on the ground floor near the lift.



## Cost & Inclusions of Hire

It is possible to hire the theatre as a rehearsal or workshop space, or for larger events like performances and events.

### Rehearsal Hire

If you do not plan to have a paying audience watching a performance or attending an event, the following rates apply for a minimum of 2 hours.

Term Time		
Mon - Fri from 6pm	Weekend from 2pm on Saturday	School Holidays
£60.50	£75.50	£75.50

Rehearsal Hire is inclusive of the following:

- Use of the following equipment
  - Bluetooth Loudspeaker
  - Floor level Projector and screen
  - 15 Go Pak tables
  - 36 blue folding chairs on a moveable rack
  - Yamaha baby Grand Piano
  - Assorted Wooden drama blocks
  - Lectern.
- Use of the Theatre Foyer
- Theatre seating, or if requested the seating can be retracted.
- Access to kitchen facilities
- Cleaning – we expect hirer's to ensure that all areas are left tidy and rubbish is bagged and removed.

Rehearsal Hire **does not** include the following:

- Use of the school sound and lighting system, or any technical staff or equipment not listed above.
- Piano Tuning - the theatre piano is tuned regularly prior to school events. If you wish to have the piano tuned, this can be arranged at an additional cost, please discuss this at the time of booking.
- Provision for anything not covered in these terms, e.g. catering, drinks, materials, equipment. Any other requirements should be discussed at time of booking.



## Performance & Event Hire

If you are planning a performance or event that will have a paying audience, or will require use of the theatre sound and lighting system, our performance hire package is applicable. The theatre is available to hire in 4 hour blocks, the cost of which is £420. The times available for performance and event hire are;

Term Time		
Mon - Fri from 6pm	Weekend from 2pm on Saturday	School Holidays
4 hour minimum hire for £420 - £105 per hour thereafter		

Performance & Event Hire is **inclusive** of the following:

- The standard house technical rig: details in Technical Specification
- The house PA: details in Technical Specification
- Utilities including water, electrics, lighting, heating
- Use of all technical stock items. Stock item details can be found under Technical Specification and will also be discussed during a pre performance meeting
- A duty theatre technician who will oversee the technical elements of your production. They will be on duty to supervise the get in, fit up, technical rehearsal and each performance or presentation. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to. Any additional required support or services involving staff will be recharged and needs to be discussed at the time of booking. Hirers may bring in additional technical staff provided that the theatre management are satisfied that such staff are competent and appropriately trained. Staff brought in by the Hirer must be covered by the Hirer insurance for the event.
- All necessary meetings (during term time working hours) with the theatre's staff to ensure that you have an understanding of the technical requirements and that we have an understanding of your show and schedule.
- Access to all sound, light and staging facilities as agreed in their package.
- Theatre Foyer and downstairs changing rooms
- Use of the two backstage areas adjacent to the theatre.
- Use of foyer as a theatre bar area and additional changing rooms if required
- Cleaning – we expect hirer's to ensure that all areas are left tidy and rubbish is bagged and removed.
- Please advise if you require use of a fridge, this can be arranged on request

The hire does **not** include the following:

- Piano Tuning - the theatre piano is tuned regularly prior to school events. If you wish to have the piano tuned, this can be arranged at an additional cost, please discuss this at the time of booking.
- Security staff. If a hirer feels that Security staff are required, this needs to be discussed at the time of booking and will be at the cost of the Hirer.



- Chaperones or any other direct supervision of cast, i.e. children. (We will need to be provided with chaperone licences for all chaperones, and to have confirmation they are registered with their local authority).
- All required performance licences, Temporary Event Licences, PPL/PRS Licences. It is the hirer's responsibility to ensure that they have obtained the correct licences for their event.
- Cleaning the theatre and other areas during your hire.
- Additional technical staff members. Hirers may bring in additional technical staff provided that the theatre management are satisfied that such staff are competent and appropriately trained. Staff brought in by the Hirer must be covered by the Hirer insurance for the event. The school may be able to provide additional staff members, please discuss this at the time of booking.
- Ticketing and booking of seats for your event
- Provision for anything not covered in these terms, e.g. catering, drinks, materials, equipment. Any other requirements should be discussed at the time of booking.

### **First Aider**

Please note all hirers must ensure there is a qualified first aider at every performance.

### **Additional Charges**

*These prices are a guide and subject to change dependent on supplier costs.*

- Piano Tuning - £105 (please request at time of booking)
- Additional Technical Staff - £perhour tbc with each booking
- Hire of 6ft Round Banqueting Tables - £5 per table
- Late Theatre Vacation - £150 per hour
- Laying or striking the dance floor - £40 (cost of tape, and labour)



# The Borlase Theatre Technical Specification

## Capacity

- Seated
  - The theatre has 216 numbered seats on upholstered bench tiered seating.
- Conference Style 150

## Stage Area Dimensions

The 'Stage' is at floor level. There is no permanently raised stage as the tiered seating gives good visibility for the audience of the whole stage area, but the resources to build platforms is available.

- **Main Stage Area**
  - Width – 10 metres
  - Depth – 7 metres
- **Wings**
  - SL – 5.67m x 2 metres
  - SR – 5.67m x 2 metres
- **Downstage Prosarch Areas**
  - SL - 3.65m x 1.33m
  - SR - 3.65m x 1.33m

## Please Note

- Prosarch curtain can be pulled back to make the wings a part of the stage allowing for a larger upstage space.
- The adjoining classrooms to the SL and SR wings can be used as additional waiting space, and as prop and costume storage.
- There is no direct path between the SL and SR wings. To cross, performers need to use the foyer space.

## Get In

- **External Door**
  - Height – 2 metres
  - Width – 2 metres
- **Internal Door**
  - Height – 2 metres
  - Width – 1.5 metres
- **Lift**
  - Capacity - 8 persons or 630kg
  - Height - 2 metres
  - Width - 1.4 metres
  - Depth - 1.4m
  - Door
    - Height - 2 metres
    - Width - 0.8 metres



- **Stairway**
  - Width - 1.4 metres
  - Height - 2.0 metres

### **Dance Floor**

- 4 x 10m Harlequin Vinyl Reversible Dance Floor Black/Gray
- 2 x 6m Harlequin Vinyl Reversible Dance Floor Black/Gray

### **Stage Platforms**

- 3 x Triangular RAT Stage 3 1x1m Platform
- 2 x Square RAT Stage 3 1x1m Platform
- 16 x Rectangle RAT Stage 3 2x1m Platform
- 10 x RAT 3 Handrails 1.0m
- 2 x RAT 3 2 Tread steps

### Please Note

Platform legs are available in various quantities at heights of 200mm, 400mm, 600mm, 800mm and 1000mm. Please check with the theatre manager for current stock levels at the time of booking if required. Additional scaffolding legs and platforms can be hired from Henley Theatre Services.

### **Stage Lighting**

- A. Dimmer Racks**
  - 2 x Zero 88 Chilli Pro 24-10i Bypass RCD
  - 44 Dimmer Channels available
- B. DMX Manager**
  - Lite-Puter DP-81 DMX Splitter Panel
- C. Lighting Control**
  - Zero 88 FLX 24 Lighting Control Console

### **Rigged Stage Lanterns**

- 6 x ETC ColorSource PAR in Black
- 10 x ETC SourceFour Jr 575w Profiles
- 3 x Selecon 3 Cell Cyc Battens (RGB configuration of gels)
- 26 x Selecon Acclaim 650w Fresnels
- 1 x Selecon Acclaim Profile
- 1 x 50cm (20") Mirror Ball and motor

### **Additional Lanterns**

(Available on request for no additional charge)

- 6 x PAR 64 Parcans (various makes/models)
- 2 x ETC Source 4 Juniors
- 6 x Flood lights (various makes/models)



## Loose Lighting & Stage Equipment

- 6 x Tank Traps
- 6 x 3m Black Galvanised Scaffolding Bars
- 8 x Mini tank traps

## Audio Visual

### A. Sound Desk, Stage Box and Input Devices

- Allen & Heath SQ 6 Digital mixing console.
- 1 x Allen & Heath AR2412 Stage Box.
- 30m DSsnake Reel
- 2 x Sennheiser ew100g3 True Diversity Receiver
- Apple Mac Computer
  - This is only available if a member of Borlase staff is operating it.

### B. Loudspeakers

- Front of House
  - 4 x Nexo PS15R2
  - 2 x Nexo LS-1200
- Monitoring
  - 2 x Mackie SRM 450
  - Block Rocker Bluetooth Speaker

### C. Projector and Screen

- Installed Projector
  - Hitachi
- Portable Projector
  - TBC

### D. Presentation Lectern

- Bespoke wooden lectern with carved School Crest
- Bespoke perspex lectern

## Loose Sound Equipment

- 2 x Mackie 450
- 3 x Shure SM58 Handheld microphone
- 1 x AKG C414 B ULS Condenser Microphone
- 2 x Rode NT5 Condenser Microphone
- 2 x Rode M5 Condenser Microphone
- 2 x Sennheiser ew100g3 beltpack microphone
- 2 x Sennheiser e385 wireless handheld microphone
- 1 x K&M Short Mic Stand
- 5 x StudioSpares Mic Stand with Boom Arm
- 1 x Table top mic stand
- 1 x Drum Mic set
- 3 x Passive Mic DI Boxes



## **Communications, hard of hearing and show relay**

### **A. Ring Intercom**

- ASL intercom power supply
- 4 x Intercom belt packs
- 2 x Intercom headsets

## **Musical Instruments**

### **A. Yamaha Baby Grand Piano**

- Piano Cover

## **Drapes**

### **A. Front of House Drapes**

Handline operated curtain track with black drapes. Operation is from the Downstage Left position front of house

### **B. Up Stage Curtain Track**

Handline operated curtain track with black drapes. Operation is from Upstage Left

### **C. Cyclorama**

Full cyclorama on fixed curtain bar.

### **D. Legs**

2m wide legs positioned mid way in the wings





## **TERMS & CONDITIONS**

Please read these terms carefully before making an application to hire the theatre. If we accept your application, you will be bound by these terms & conditions.

### **1. TERMS & CONDITIONS**

- 1.1. These terms and conditions are in addition to our general lettings terms and conditions. Please ensure that you have read and understood both documents before applying to book the theatre.

### **2. APPLICATIONS**

- 2.1. Your booking application must state the precise nature of the event for which you wish to hire the theatre, and whether children will be performing or supporting the production.
- 2.2. Provisional bookings can be held for 21 days without deposit, after which time the school reserves the right to cancel the booking.
- 2.3. Your booking is not confirmed until the school has notified you in writing that your booking has been accepted, and you have paid the requested deposit.
- 2.4. You can apply to hire the theatre up to 12 months in advance. If your booking is for the following academic year, we will be unable to fully confirm until the school calendar has been set.
- 2.5. Applications for bookings will not be considered from persons under 21 years of age.
- 2.6. The school reserves the right to refuse any application to hire the theatre without giving a reason.
- 2.7. The school may accept any application subject to additional terms and conditions considered necessary. These will be notified at the time of booking.

### **3. HIRE CHARGES AND PAYMENT**

- 3.1. Charges for hiring the theatre are at the current listed price.
- 3.2. A deposit of 20% is required to confirm your booking. The remaining balance is due six weeks prior to the commencement of the hire period.
- 3.3. The school reserves the right to review and/or increase hire charges for confirmed bookings at any time up to six months before the hire period begins. You will be notified in writing. In this event, you may cancel your booking with immediate effect and will receive a full refund of all monies paid.
- 3.4. If additional expenses have been incurred, these will be invoiced within 10 working days after the hire period has ended. e.g. Additional Technical Staff, Piano Tuning, Equipment hire. Any additional expenditure incurred must be agreed in writing in advance.

### **4. CANCELLATION**

- 4.1. Cancellation by You
  - 4.1.1. You may cancel your booking at any time by giving us written notice of cancellation.
  - 4.1.2. If you wish to cancel your booking within 14 days of receiving booking confirmation from the School, you will receive a full refund of all monies paid.
  - 4.1.3. If you cancel your booking within six weeks of the hire period (except where we are in breach of our obligations to you) the school will be entitled



to retain a fair proportion of your deposit and/or hire charges unless we find another hirer for the hire period.

4.2. Cancellation by The School

4.2.1. In the event the school needs to cancel your booking, you will be informed in writing as soon as possible,

4.2.2. You will be entitled to a full refund should the school need to cancel for any of the following reasons.

4.2.2.1. A force majeure event occurs where the theatre becomes unavailable for reasons outside the schools control.

4.2.2.2. The School requires the theatre during the hire period in connection with an event of major importance.

4.2.3. The school reserves the right to retain a fair proportion of your deposit and and/or hire charges if cancellation is for any of the following reasons;

4.2.3.1. You commit a breach of these terms & conditions.

4.2.3.2. You fail to make the final payment prior to the hire period.

4.2.3.3. The School reasonably believes that you have mis-stated the nature of the event on application.

4.2.3.4. The School reasonably considers that the event is undesirable or carries an unacceptable risk of injury to participants.

4.2.3.5. The hirer has not provided any of the documentation, or licences that the school has asked you to provide .

**5. WORKING WITH CHILDREN**

5.1. If children are performing as part of your production, or are working backstage on the production, the hirer must ensure that all staff and/ or volunteers have DBS checks and that the production has all the prerequisite licences required by the council.

5.2. Hirers must provide the school with a copy of their safeguarding policy in line with the most recent KCSIE policy.

5.3. The hirer must provide evidence that all chaperones have a chaperone licence with the local authority. Failure to confirm this will lead to a cancellation in the letting.

**6. PERMITTED USE:**

6.1. You must not use the theatre for any purpose other than that stated on your booking application.

6.2. We may inspect your use of the theatre at any time.

6.3. You must obtain Temporary Event Notice under the Licensing Act 2003 for any event where alcohol will be sold.

6.4. You must not use the theatre for the sale of goods by auction to the public without first obtaining the written consent of the school, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation.

6.5. You must not use the theatre for the purposes of gaming without first obtaining the school's consent and any necessary licence or permit.

6.6. You are responsible for ensuring all performing rights, PRS and PPL licences or any other performing licence that may be required for your production have been obtained. You will need to be able to show the school these licences on request.

**7. EQUIPMENT**



- 7.1. As part of the hire agreement we will provide you with the equipment set out in the current list of Costs and Inclusions of Hire.
  - 7.2. You must inform the Theatre Manager of the setup required for your event at least 21 days before the start of the hire period.
  - 7.3. The lighting rig must be returned to the default state after use. If you plan to make extensive changes to the rig, this must be coordinated with the Theatre Manager as you may require additional time for de-rigging.
  - 7.4. You must not obstruct the gangways, aisles, corridors, entrances or exits of the theatre with chairs, tables, furniture or any other equipment.
  - 7.5. You must not drive nails, hooks, screws, tacks or any similar object into the walls, pillars, wood work, floors or furniture of the theatre, or otherwise damage the floors, seating or other furniture in the theatre.
  - 7.6. You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the theatre without the consent and in accordance with the requirements of the school.
  - 7.7. No open fires, creosotes, petrol or spirit stoves or machinery or any dangerous or inflammable materials should be brought into or used in any part of the theatre without prior approval from the school.
  - 7.8. You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/snow, cigarettes, CO2 or oil without the prior written consent of the school.
  - 7.9. The school may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the theatre.
  - 7.10. Any electrical equipment brought onto the premises by you must be in good working order in accordance with the Electricity at work Regulations 1989. The School reserves the right to ask for any equipment it deems as not meeting these guidelines to be taken out of service.
8. **MAKING GOOD DAMAGE:**
- 8.1. You must repay to us on demand the cost of reinstating all or any part of the theatre, or any property in or the theatre, which is damaged, destroyed, stolen or removed during the hire period if the damage is in relation to or caused by the hiring.
9. **THEATRE STAFF**
- 9.1. As part of the hire agreement the school will provide such theatre staff as are set out in the List of Costs and Inclusions of hire and as required by you.
  - 9.2. If you are bringing your own technical staff, they must be approved by The School prior to the start of the hire period.
  - 9.3. The School cannot provide Front of House Staff.
  - 9.4. You are responsible for ensuring that any staff that you bring in either backstage or front house have been trained in the evacuation procedure, and know what to do in the event of an emergency. It is strongly recommended that you have at least 1 Fire Marshall.
10. **REQUIREMENTS AND RESTRICTIONS**
- 10.1. Stage and Dressing Rooms.



- 10.1.1. Except by arrangement with the school, no person other than persons taking part in a performance shall be permitted on the stage, in the dressing rooms or back stage
- 10.2. Conduct and Good Order.
  - 10.2.1. You must take every care to ensure that undesirable persons are not permitted to enter or make use of the theatre, and you are responsible for good order and conduct during the hire period.
- 10.3. Vacation of the theatre.
  - 10.3.1. You must ensure that the theatre is vacated by all persons at the end of the hire period. Any additional time will be charged at an hourly rate. All articles brought to the theatre in connection with the event must be moved within the time limit agreed in writing with the school.
  - 10.3.2. Right of Entry. We reserve a right of entry to the theatre for any member of Sir William Borlase's Grammar School Staff.
- 10.4. Complaints.
  - 10.4.1. Any complaint about any of the arrangements made by us in connection with the event should be directed to the school within 7 days of the cause of such complaint arising.
  - 10.4.2. Lost Property. Any lost property found must be immediately handed to the school.

## **11. SALE OF TICKETS FOR EVENTS**

- 11.1. The School does not provide a Box of Office Service. Ticketsource is our recommended system which is free to set up and easy to work.

## **12. INTELLECTUAL PROPERTY**

- 12.1. Copyright
  - 12.1.1. You must ensure that no work in which copyright exists is performed unless written permission has been obtained from all copyright owners; or is broadcast, unless specific consent to broadcasting has been obtained.
  - 12.1.2. You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the Event including but not limited to; Grand Theatrical Rights, PRS/PPL Licences,

## **13. HEALTH AND SAFETY**

- 13.1. You must acquaint yourself and comply with The Borlase Theatre premises risk assessment.
- 13.2. You must comply with the requirements of Health and Safety at Work Act 1974, in particular that all equipment used for the event complies with required Codes of Practice (for example, that all electrical items have current PAT certificates, hazardous substances have appropriate COSHH documentation and that the entire event has suitable risk assessment records)
- 13.3. Ensure you know the evacuation procedure in case of fire and all means of escape from the building – See the Fire Procedure in the Theatre Hire Pack. You are responsible for communicating the procedure to all involved in your production.
- 13.4. You must ensure there is a qualified First Aider at every performance you hold in our theatre.



## **CONTACT DETAILS**

For enquiries please contact the Lettings Manager, Suzanne Chaplin [schaplin@swbgs.com](mailto:schaplin@swbgs.com)

