1435 Fees & Charges 1st January 2027 - 31st March 2027

ROOM HIRE (Hourly Rate Room Only)	2026/27 incl. VAT
STEPHENSON GALLERY (COMMUNITY)	£24.00
STEPHENSON GALLERY (COMMERCIAL)	£36.00
EVENTS SPACE (COMMUNITY)	£24.00
EVENTS SPACE (COMMERCIAL)	£36.00
TERRAZZO LOBBY (COMMUNITY)	£18.00
TERRAZZO LOBBY (COMMERCIAL)	£27.00

EQUIPMENT / STAFF	Charge 2027/28 incl. VAT
Staging 8' x 4' (per unit)	£12.00
Portable PA system in-house with Mic	£49.00
Multimedia Projector and Screen	£81.00
Multimedia Projector, Screen and Laptop	£100.00
Mobile Projection Screen	£27.00
Lectern	£12.00
Flip Chart and Pad	£12.00
Technician - per hour	£34.50
Duty Manager - per hour	£32.25
Caretaker - per hour	£28.00
Security Staff - per hour (Min 5 hour/person)	£28.00
Front of House Staff - per hour	£24.00

CATERING	Charge 2027/28 incl. VAT
Tea/Coffee and Biscuits (per mug)	£3.40
Soft Drink Surcharge	£242.00
CORKAGE (including use of glasses)	£12.00

PACKAGES

CONFERENCE & MEETING PACKAGES (COMMUNITY)

The hire includes: Venue Hire for the period of the hire covering set up and breakdown of the event, technical equipment and staffing support (2 x technical staff for the theatre for the period of hire, additional staff hours will be charged at the rate applicable on the date of hire) FOH staffing included. **NB: Teas, Coffees Buffet not included, price available on request.**

Whole Building - incl Theatre, Stephenson Gallery, Events Space, Terrazzo Lobby, Bars (£400.00/hr)	Half Day rate (4hrs)	£1,600.00
	Full day Rate (8hrs)	£3,200.00
Stephenson Gallery (£48.00/hr)	Half Day rate (4hrs)	£192.00
	Full day Rate (8hrs)	£288.00
Events Space (£48.00/hr)	Half Day rate (4hrs)	£192.00
	Full day Rate (8hrs)	£288.00
Terrazzo Lobby (£38.00/hr)	Half Day rate (4hrs)	£152.00
	Full day Rate (8hrs)	£228.00

CONFERENCE & MEETING PACKAGES (COMMERCIAL)

The hire includes: Venue Hire for the period of the hire covering set up and breakdown of the event, technical equipment and staffing support (2 x technical staff for the period of hire of the theatre, additional staff hours will be charged at the rate applicable on the date of hire) FOH staffing included. **NB: Teas, Coffees Buffet not included, price available on request.**

Whole Building - incl Theatre, Stephenson Gallery, Events Space, Terrazzo Lobby, Bars (£480.00/hr)	Half Day rate (4hrs)	£1,920.00
	Full day Rate (8hrs)	£3,840.00
Stephenson Gallery (£53.00/hr)	Half Day rate (4hrs)	£212.00
	Full day Rate (8hrs)	£318.00
Events Space (£53.00/hr)	Half Day rate (4hrs)	£212.00
	Full day Rate (8hrs)	£318.00
Terrazzo Lobby (£43.00/hr)	Half Day rate (4hrs)	£172.00
	Full day Rate (8hrs)	£258.00

GRADUATION / AWARDS PACKAGE (COMMUNITY)

The hire includes: Venue Hire for a period of 8hrs covering set up and breakdown of the event, technical equipment and staffing support (max 16 technical staff hours additional hours shall be charged at the rate applicable on the date of the hire), FOH staffing include.. **NB: Teas, Coffees Buffet & Drinks Reception not included, price available on request.**

Whole Building - incl Theatre, Stephenson Gallery, Events Space, Terrazzo Lobby, Bars	£3,200.00

SHOW HOSPITALITY PACKAGE (COMMUNITY)

Hire of the Stephenson Gallery to host guests for 1 hour prior to the performance during the interval and 30 mins following the performance. NB: Catering and Drinks packages are available and are subject to separate charge.

Stephenson Gallery	£360.00

SHOW HOSPITALITY PACKAGE (COMMERCIAL)

Hire of the Stephenson Gallery to host guests for 1 hour prior to the performance during the interval and 30 mins following the performance. NB: Catering and Drinks packages are available and are subject to separate charge.

Stephenson Gallery	£432.00

ART EXHIBITION PACKAGE

Stephenson Gallery	P.O.A.

CLASSROOM/WORKSHOP PACKAGE

Community (4hr hire)	£96.00
Commercial (4hr hire)	£115.00

DANCE / PERFORMING ARTS SCHOOL PACKAGE

Packages includes: Hire of Theatre (including Dressing Rooms & Event Space) plus technical equipment & staff (2 technical staff for the period of hire, additional charges apply above) Front of House staff, equipment and services. Covers 5hrs hire per day. **NB: Additional minimum hire hours can be added at a rate of £405/hr.**

Theatre Restoration Levy, and Box Office booking fees and charges apply to all tickets - an additional Theatre Restoration Levy and Booking Fee shall be added to the ticket price set by the hirer and paid by the customer. This shall be deducted before settlement. All tickets will be put on sale through the Chesterfield Theatres Box Office.

2 Day Hire Package (10hrs)	£4,100.00
3 Day Hire Package (15hrs)	£6,100.00
4 Day Hire Package (20hrs)	£8,100.00

THEATRE HIRE ONE NIGHT SHOW (8HRS) - COMMUNITY / AMATEUR — £3,200.00

The hire includes: Venue Hire for the period of 8hrs covering set up, 1 x Show & breakdown of the event, technical equipment and staffing support for a total of 20 staff hours (additional hours will charged at rate applicable on date of hire), FOH staffing included. **Additional package hrs charged at the rate of £390/hr**

THEATRE HIRE FULL WEEK (52HRS) - COMMUNITY / AMATEUR — £12,000.00

The Hire includes: Venue hire for the period of 52hrs covering set up, 5 x shows and breakdown of the event, technical equipment and staffing support for a total of 104 staff hours (additional staff hours will be charged at the rate applicable on the date of hire), FOH staffing included. The hirer shall pay the minimum hire fee or 25% of the box office takings whichever is the greater plus VAT. **Additional minimum hire hours can be added at a rate of £390/hr**

THEATRE HIRE ONE NIGHT SHOW (8HRS) - COMMERCIAL / PROFESSIONAL — £3,700.00

The hire includes: Venue Hire for the period of 8hrs covering set up, 1 x Show & breakdown of the event, technical equipment and staffing support for a total of 20 staff hours (additional hours will charged at rate applicable on date of hire), FOH staffing included. **Additional package hrs charged at the rate of £468/hr**

THEATRE HIRE FULL WEEK (52HRS) - COMMERCIAL / PROFESSIONAL — £14,400.00

The Hire includes: Venue hire for the period of 52hrs covering set up, 5 x shows and breakdown of the event, technical equipment and staffing support for a total of 104 staff hours (additional staff hours will be charged at the rate applicable on the date of hire), FOH staffing included. The hirer shall pay the minimum hire fee or 25% of the box office takings whichever is the greater plus VAT. **Additional minimum hire hours can be added at a rate of £468/hr**

Terms and Conditions:	
Out of Hours bookings:	**Hires between 1am and 6am by agreement only and charged at double rates**
Bank Holidays / Easter Weekend:	**By agreement only and charged at double rates**
VAT:	**All rates include VAT at the prevailing rate**
Minimum Hire Period:	**All hires are subject to a minimum three hours booking period**
Staffing Charges:	**Staffing charges are in addition for room only bookings**
Security:	**Where deemed necessary for public order or the safety of customers additional security staff shall be added to the FOH staffing for an event and recharged to the Hirer**
Marketing Contra:	**For Professional/Commercial show Hires a Marketing Contra of £500 plus VAT shall be charged**
Performing Rights Royalties (PRS):	**PRS shall be charged at the applicable Tariff for all events (where applicable)**
Box Office:	**All tickets for all hires that include a public show MUST use the Chesterfield Theatres Box Office to sell tickets. A Theatre Restoration Levy (TRL) and Booking Fee (BF) shall be added to the ticket price set by the hirer and paid by the customer. These sums shall be deducted before settlement.**