

# Hire & Events Information/Rates

Last updated: June 2024

**PLEASE NOTE: Due to extensive front of house renovation work from July 2024 – July 2025, some spaces may not be available on requested dates. Please email [hires@yvonne-arnaud.co.uk](mailto: hires@yvonne-arnaud.co.uk) for up-to-date availability.**

**For programming enquiries, please contact [thurley@yvonne-arnaud.co.uk](mailto: thurley@yvonne-arnaud.co.uk).**

**All rates, including staffing and catering, are subject to VAT.**

**Half-day** – up to 4 hours

**Full-day** – up to 8 hours

## Rear Café (Ground Floor)

Medium, carpeted area with tables and chairs in a café formation and its own bar.

|                    |                |                 |
|--------------------|----------------|-----------------|
| <b>Capacities:</b> | 60 Seated      | 60 Standing     |
| <b>Hire Rates:</b> | £85 – Half-day | £115 – Full-day |

## Stalls Bar (First Floor – No Lift Access)

Small, carpeted area with tables and chairs in a café formation and its own bar. Staircase in the centre.

|                    |                |                 |
|--------------------|----------------|-----------------|
| <b>Capacities:</b> | 20 Seated      | 40 Standing     |
| <b>Hire Rates:</b> | £85 – Half-day | £115 – Full-day |

## Partner's Room (Second Floor – No Lift Access)

Small, carpeted boardroom with large conference table.

|                    |                |                 |
|--------------------|----------------|-----------------|
| <b>Capacities:</b> | 15 Seated      | 0 Standing      |
| <b>Hire Rates:</b> | £85 – Half-day | £115 – Full-day |

## Vanbrugh Room (Second Floor – No Lift Access)

Small, uncarpeted lounge with chairs, sofas and tables and its own bar. Refurbished in summer 2023.

|                    |                 |                 |
|--------------------|-----------------|-----------------|
| <b>Capacities:</b> | 30 Seated       | 40 Standing     |
| <b>Hire Rates:</b> | £170 – Half-day | £300 – Full-day |

## Belvedere Room (Third Floor – Lift Access)

Small, carpeted lounge with sofas, chairs and tables.

|                    |                |                 |
|--------------------|----------------|-----------------|
| <b>Capacities:</b> | 10 Seated      | 20 Standing     |
| <b>Hire Rates:</b> | £85 – Half-day | £115 – Full-day |

## Circle Bar (Third Floor – Lift Access)

Large, uncarpeted area on the top floor with tables, chairs and sofas and its own bar.

|                    |                 |                 |
|--------------------|-----------------|-----------------|
| <b>Capacities:</b> | 50 Seated       | 80 Standing     |
| <b>Hire Rates:</b> | £300 – Half-day | £400 – Full-day |

## Main Auditorium

Large auditorium with red theatre seating across the stalls and circle. Large stage area 10m x 10m area.

**Capacities:** 586 Seated (varies) 0 Standing  
**Hire Rates:** Starting from £1150 – Half-day Starting from £2250 – Full-day

## Entire Building

Main Auditorium and all front of house spaces (subject to availability).

**Hire Rates:** Starting from £1,700 – Half-day Starting from £3,100 – Full-day

**Loss of earnings levy\*:** £400

\*Management reserves the right to impose a loss of earnings levy on hires that cause disruption to the usual catering service.

## Mill Studio (Ground Floor - Separate Building)

Small studio located in our Mill building. Tiered seating and control box at rear.

**Capacities:** 80 Seated (varies) 0 standing  
**Hire Rates:** Starting from £350 – Half-day Starting from £500 – Full-day

## Staffing

Technical - £30 per person, per hour

Catering - £15 per person, per hour

## Extras

Projector and screen - £25 per day.

Early opening/late closing (subject to availability) - starting from £30 + VAT per hour.

## Technical Facilities

Please enquire for technical facilities costs. All requirements must be booked in advance.

## Catering

Please enquire for catering options. All requirements must be booked in advance.

## Terms and Conditions of Hire

- Hires bookings are subject to availability at the time of enquiry.
- Hiring a space does not constitute a partnership between the hirer and the Yvonne Arnaud Theatre.
- The management reserves the right to refuse or cancel hires at any time if it is deemed the nature of the hire does not align with the Yvonne Arnaud Theatre's values.
- The management reserves the right request a detailed brief of the event and, if required, veto aspects of the hire.
- Payment must be received in full before the hire is confirmed.
- Charitable rates, for certain spaces, are available to registered charities. Discounts cannot be applied retrospectively.
- Hirers claiming the charitable rate agree that their event can be relocated to another room within the theatre if a full-paying hirer requests the space they are booked in.
- Charitable rates are not applicable for the Main Auditorium or Mill Studio, nor can they be applied to staffing, catering or technical requirements.
- Standard opening hours are 10am – 5pm. Hires outside these times are subject to additional fees for early openings or late closings.

- Due to licensing restrictions, all events must conclude no later than 10pm.
- The management reserves the right to insist upon staffing for certain events for safety or logistical reasons. The hirer is liable to cover the costs of all staffing requirements.
- The hirer agrees to obey any and all instruction from Yvonne Arnaud Theatre staff during the hire, including in the event of a building evacuation.
- The management reserves the right to terminate the hire, with immediate effect, if the event becomes a health and safety concern to guests and/or staff. The hirer will not be recompensated if it is deemed their behaviour contributed to concerns.
- The Yvonne Arnaud Theatre has an in-house catering team and, as such, do not permit food or drink to be provided by external caterers. If you wish for your event to be catered, please speak with the Hires & Events team.

## Cancellation Policy

### Main Auditorium & Mill Studio

- YAT requires written notice for cancellations made within four months of the event date. Within this timeframe, or after the requisite four-months' notice, YAT expects that both parties will use all reasonable endeavours to reschedule the hire at an alternative agreed date.
- If, for any reason, the hirer does not give YAT the requisite four months' notice of a cancellation and/or rescheduling is not possible, the Hirer will pay YAT a cancellation charge of 50% of the agreed upon hire rate. Bookings made within the four months' notice period will be subject to the same conditions. Cancellations made within one-month will be subject to a cancellation charge of 100%.
- If catering or technical assistance is included in your hire package and notice of cancellation is within two-weeks of the scheduled event, the Hirer will pay YAT 100% of all costs including, but not limited to, staffing.

### All Other Spaces

- YAT requires written notice for cancellations made with one month of the event date. Within this timeframe, or after the requisite one-month notice, YAT expects that both parties will use all reasonable endeavours to reschedule the hire at an alternative agreed date.
- If, for any reason, the hirer does not give YAT the requisite one-month notice of a cancellation and/or rescheduling is not possible, the Hirer will be YAT a cancellation charge of 50% of the agreed upon hire rate. Bookings made within the one month notice period will be subject to the same conditions.
- Cancellations made within one-week will be subject to a cancellation charge of 100%.
- If catering or technical assistance is included in your hire package and notice of cancellation is within two-weeks of the scheduled event, the Hirer will pay YAT 100% of all costs including, but not limited to, staffing.