



### **Square Chapel Arts Centre**

10 Square Road, Halifax, West Yorkshire HX1 1QG  
Administration 01422 353 073 Box office 01422 349 422  
info@squarechapel.co.uk www.squarechapel.co.uk

## **HIRE PRICE LIST From 1<sup>st</sup> June 2019**

### **Red Brick Auditorium**

This sympathetically restored Georgian square room has outstanding views across Beacon Hill. As well as being a fully equipped studio theatre space, it is the ideal venue for concerts, dancing, conferences, film screenings, weddings and parties.

#### **Facilities**

- Raked seating for 220-240 people (retractable).
- Standing room for up to 400 people.
- Cabaret style up to 100 people.
- Canadian oak sprung dance floor.
- Hearing loop.
- PA system.
- Lighting grid.
- Blackout curtains.
- Cinema screen and projector can be hired for an additional £10 an hour.
- Two pianos – Steinway Grand Piano class D (special arrangement is required for use) and Yamaha Grand Model C3.
- Use of Green Room, which is a shared space with staff and volunteers.
- A full technical pack can be sent on request.
- Discounts can be discussed for regular hires or hires over several consecutive days.

#### **Dressing Room 1**

- Dressing stations for up to 6 people, with mirror, light, cupboard and plug sockets.
- En-suite wet room.

#### **Dressing Room 2**

- Dressing stations for up to 4 people, with mirror, light, cupboard and plug sockets.
- En-suite wet room.

### **Hire Charges**

#### For performances

- £120.00 plus VAT per hour, to include dressing rooms 1 & 2, one technician, equipment use, advice from our Head of Tech & Operations and a duty manager to oversee your event. Tickets sold through our box office have no booking fees, just a 7.5% commission taken from ticket sales to cover administration.
- Non-profitmaking organisations, charities and local community groups please ask for our discounted rates.

#### For other events – weddings, parties, conferences

Please ask for a quote, giving as much detail as possible about dates, timings, catering and any other requirements.



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### **Copper Auditorium**

This fully-equipped studio theatre space will be suitable for concerts, dancing, small conferences, film screenings and parties. It is only available for live performances on Thursdays and Fridays, as it is used as a cinema for the rest of the week.

#### **Facilities**

- Maximum seated capacity of 115 - Stalls 87 and Balcony 28, on two person benches.
- Other seating configurations are possible.
- Access lift to balcony and technical areas.
- Standing room for up to 150 people.
- Cabaret style up to 50 people.
- Dressing room with direct access to auditorium.
- Black oak sprung floor.
- PA system.
- Lighting grid.
- Blackout curtains.
- Cinema screen and projector can be hired for an additional £10 an hour.
- A full technical pack can be sent on request.
- Discounts can be discussed for regular hires or hires over several consecutive days.

### **Dressing Room 3**

- Dressing stations for up to 2 people, each with chair, mirror, light, cupboard and plug sockets.
- En-suite wet room.
- Direct access to the Copper Auditorium.

### **Hire Charges**

#### For performances

- £65.00 plus VAT per hour, to include dressing room 3, one technician, equipment use, advice from our Head of Tech & Operations and a duty manager to oversee your event. Tickets sold through our box office have no booking fees, just a 5% commission taken from ticket sales to cover administration.
- Non-profitmaking organisations, charities and local community groups please ask for our discounted rates.

#### For other events – weddings, parties, conferences

Please ask for a quote, giving as much detail as possible about dates, timings, catering and any other requirements.

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### Cornerstone Room

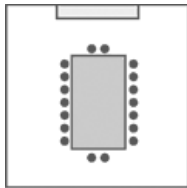
A carpeted, multi-purpose meeting room, situated in the lower ground floor of our new extension.

#### Facilities:

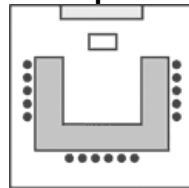
Meeting room layout capacities are (all numbers are approximate):

- Boardroom – 30
- U Shape – 28
- Classroom – 40
- Theatre – 60
- Sink unit and hot/iced water tap.
- Equipment such as laptop, portable screen, projector and flipchart are available on request.

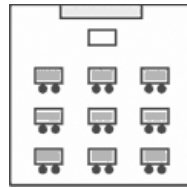
**Boardroom**



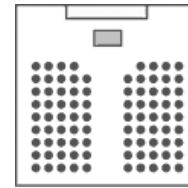
**U-Shape**



**Classroom**



**Theatre**



### Hire Charges

£30.00 per hour, £70 per half day (9am-12.30pm, or 1.00pm to 4.30pm), £120 per full day (9am-5.00pm), all charges exclude VAT.

### Café/Bar

A bright, contemporary new space to eat and drink. The bar also houses our box office team and has direct access into the Piece Hall.

#### Facilities:

- Indoor seating for up to 80 people.
- Outside south/east facing terrace with seating for up to 40 people.
- Fully stocked bar, serving locally sourced wines, craft ales, ciders, soft drinks, tea, coffee and home-made cake from 10am.
- Café serving lunch and pre-theatre dinner.

The café/bar can only be hired with exclusive hire of the whole building, however small groups can be accommodated for non-exclusive use at quieter periods, please enquire about this option.



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## **Additional Information**

### **General Information**

- Refreshments – tea, coffee for meetings are available at a cost of £2.50 per head.
- Catering – please ask for our buffet menu.
- Provisional bookings will be held for a maximum of 14 days.
- Once confirmed, an invoice will be sent for 20% of the basic room hire charge, as a non-refundable deposit.
- Full payment will be required 14 days prior to the event.

### **Shows and Concerts**

- For the full list of theatre lighting and sound equipment, please see our technical pack.
- For shows and concerts, we ask that hirers have a meeting with one of our technicians at least 6 weeks before their event to determine their technical requirements.
- Even if you are bringing your own equipment, one of our technical staff will be present throughout your hire.
- Additional technical support is priced at £15 per hour.

### **Cinema Screenings**

- You can hold your own private screening in either of our auditoria for a cost of £350.00. This will include private hire of the auditorium, film and all licences:
  - Main Auditorium - to seat a maximum of 219 people.
  - Studio Auditorium - to seat a maximum of 87 people.
- For any variances on this, eg to screen your own film, sell tickets for a film, etc, please contact Dave Garratt on film@squarechapel.co.uk

### **Weddings & Parties**

- All events are priced on an individual basis, we do not add a premium charge for weddings.
- Please be aware that availability for whole building hires is very limited, due to the busy nature of our venue.

### ***How to Book***

*In the first instance, contact Mo Wilson on 01422 353073 ext 211, or email maureen@squarechapel.co.uk with your preferred dates/date range, the room you would like to book and your estimated start and finish times. Mo will then discuss availability, pricing, discounts and to arrange for you to view any of our spaces.*