

Info for Hirers

Overview

The Crown Wharf Theatre is a theatre and events space located in the heart of Stone, Staffordshire. A picturesque canal side location, adjoined to a thriving pub and adjacent to the town's heritage and information centre.

The venue provides a mixed programme of events including theatre, music, comedy, cinema, local shows and professional touring productions. It is also home to *The Agenda* comedy club and the *The Picture House* cinema.

Octagonal in its design the auditorium has 165 fixed tiered seats; 100 in the stalls and 65 in the balcony. An additional 29 loose seats can be added to the front of the stalls to create a further 2 rows increasing overall capacity to 194.

The performance area is at ground level with a fully sprung floor and flexible to meet the needs of the user. You can choose to perform in the Octagon, push the performance back to the proscenium arch or make the most of both spaces.

Scheduling & Programming

Our programming calendar aims to ensure our audiences are offered a wide variety of events across the year. Each year has been split between week-long bookings (i.e. Sun- Sat) and variety weeks (designed for one off events, 2/3 night runs). These generally tend to run as alternate weeks across the year.

Please note that a 4 or more show run will be charged a week-long rate.

This means we may not be able to offer you the exact dates that you want but will let you know the nearest available date.

Hire Charges

Alongside our standard rate, CWT offers all charity and formal community groups a discount on the hire of the venue.

Standard Rate

- ★ Private individuals
- ★ Amateur shows produced by private individual(s)*
- ★ Informal groups- *groups without a constitution and/or result in personal financial gain.*
- ★ Registered companies
- ★ Professional shows
- ★ Private promoters, artists, bands, musicians

Charity/Community Discount

- ★ Registered charities
- ★ Formal community groups & societies - *groups with a formal constitution where 100% of any profit is reinvested into group/society.*
- ★ Fundraising events for registered charities

*CWT are keen to support and encourage new writing and/or early career artists. So please get in touch, if this applies to you and your production, to discuss possible financial arrangements.

CWT Hire Charges	Standard Rate	Charity/Community Discount
	2027	2027
Mon- Thurs		
Half day hire (up to 4hrs daytime only)	£328	£218
Daytime hire (up to 17:00)	£660	£437
Full day hire with single evening performance (up to 23:00)	£822	£551
Fri- Sun		
Half day hire (up to 4hrs daytime only)	£494	£328
Daytime hire (up to 17:00)	£822	£551
Full day hire with single evening performance (up to 23:00)	£988	£660
Full day hire with two performances (up to 23:00)	£1206	£879
Week		
Sun- Sat hire* Sunday 9:00am- 6:00pm Mon- Fri 5:30pm- 11:00pm Saturday 5:30pm**- midnight <i>**Or one hr prior to any matinee performance</i>	£3,843	£2,798

Please contact us for other combinations/additional days or for conferencing rates and packages.

Please be aware that for all subsequent years a rate of inflation will be applied to the published hire charges.

All hires of the venue include:

- ★ Front of House team incl. one first aider.
- ★ Use of all backstage dressing rooms, green room and kitchen.

Please note: that the hire of CWT does **not** include any technicians. You will need to provide your own technicians who must be approved in advance by CWT if you would like use of the sound and lighting equipment.

Additional day(s)

CWT are happy to accommodate additional day(s) onto the start or end of a booking if availability and scheduling allows. The subsequent charge would depend on use and time required as defined below:

Unlock fee Purposes of unloading/loading only	£60
Half day Additional hire (access between 13:00- 17:00) Purposes of get ins, rehearsals & technical access	£150
One day Additional hire (access from 09:00) Purposes of get ins, rehearsals & technical access	£300

Payment Terms

Booking Procedure

- ★ Complete our online *Enquiry Form* with as much information as you can. This can be found on the Hirers page of our website.
- ★ A member of the CWT programming team will make contact to discuss availability of dates, requirements and prices*.
- ★ You will then be required to complete a *Booking Form*. This will be followed by a contract and an invoice for the deposit.

In order to secure your booking, we require a **deposit of 20%** of the hire charge. The remaining balance will be due **4 weeks prior** to the start of your hire period. However if your tickets sales cover the cost of the final balance at this time, no further payment will be required and it will be deducted from your final settlement figure. If your ticket sales (4 weeks prior to your hire period) **do not** cover the final balance then payment will be due.

**Please note that as a charity, we are committed to offering a wide variety of programming. If we have a similar event in the calendar, we may not take your booking.*

Cancellation Policy

- ★ Cancelled 6 months before the event = CWT will retain 20% of total hiring fee
- ★ Cancelled 3 months before the event = CWT will retain 50% of total hiring fee
- ★ Cancelled 1 month or less before the event = CWT will retain 100% of total hiring fee

However, if your hire dates are rebooked by another hirer, CWT will seek to reimburse you further at our discretion.

Additional Charges & Costs

Music Licensing

Any event involving music, not already licensed as part of the performance rights, may be subject to a music licensing charge. This cost will be deducted from your final settlement figure and paid to PRS PPL on your behalf. Charges are mostly based upon a percentage of the net box office receipts as follows:

Live popular music concerts	4.2% of total ticket sales.	
Live classical concerts	4.8% of total ticket sales figures.	No copyright due if written 100+ years ago.
Variety shows (incl. panto/dance)	2%* of total box office figures	*Eligible for discount.
Comedy / stand-up shows	0.2% of box office figures.	Walk on, walk off music only
General Purpose	Variable	

For Interpolated music, you as the hirer are responsible for ensuring you pay any music licensing fees due to PPL PRS directly.

Interpolated Music is defined as:

The music used within a performance that can be heard/reacted to by the characters and/or performers not already covered by your show license. Examples of interpolated music includes live popular music concerts, classical concerts, variety shows, pantos, dance, walk on/walk off music etc.

The fee will vary depending upon the type of the event and again will be based upon a percentage of the net box office receipts.

Selling Tickets

All ticket sales must go through our box office system. We have chosen a system that is user friendly, adaptable and professional and we believe it is a key element of generating great ticket sales. If you want to offer discount codes, we can do it, if you want to offer membership rates we can do it! *Please note that any tickets purchased in bulk or on behalf of others will need to be individually printed and handed out.*

CWT covers the cost of a significant annual charge for this system but is unable to absorb individual ticket fees which will be deducted from all ticket sales at a flat fee of 6%. Please note that CWT charges zero booking fees to audiences which you may need to consider when setting your ticket prices. We currently don't offer refunds to customers unless specifically requested by the hirer, this would be subject to an additional fee.

Merchandising, Programmes & Raffles

A small table can be setup in the auditorium area upon request. You are free to sell any merchandise including programmes and not be charged a penny. Our commission on merchandise is £0 meaning you get to keep 100% of your takings. We only ask that you manage your own cash/payment system and staff. You cannot sell food, confectionery or drinks.

Please note that the small foyer area must remain clear for the theatre FOH team.

Staging

Stage blocks are available to hire at an additional charge of £6 per panel if you would like to raise any part of the performance area. There are 14 blocks available each measuring 4ft x 8ft.

Currently these can only be set to a height of 300mm but additional heights will be available in the future.

Technical

Haze and fog is available and is charged based upon the fluid used and a contribution towards the periodic cleaning of the machines. Batteries and other sundries will also be recharged based upon the amount used.

- Smoke and haze fluids = £15 first day (tech rehearsal) and £10 per show thereafter.
- Batteries = £0.40 per AA or AAA. Other batteries at cost.

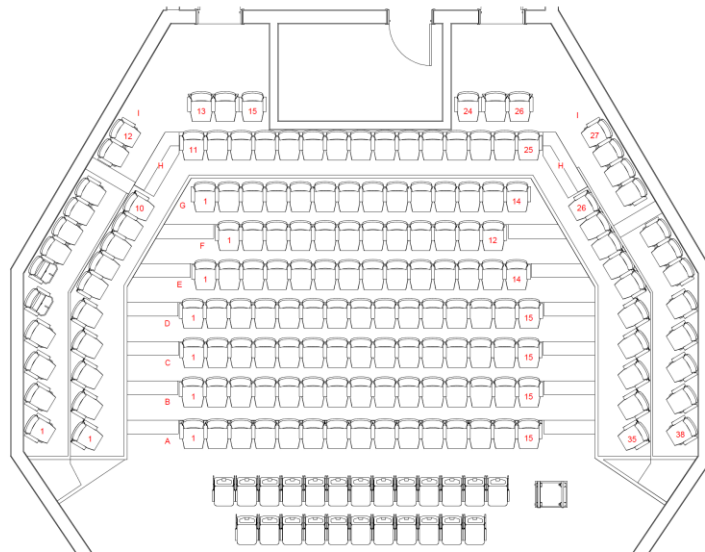
The Auditorium

The theatre is fully equipped with theatrical sound and lighting systems specifically designed for the space. Both systems have professional grade control desks and will deliver the technical requirements for most theatrical productions. Further details can be found in our *Technical Specification*.

Seating

Stalls: 165- 194* seats

Balcony: 65** seats

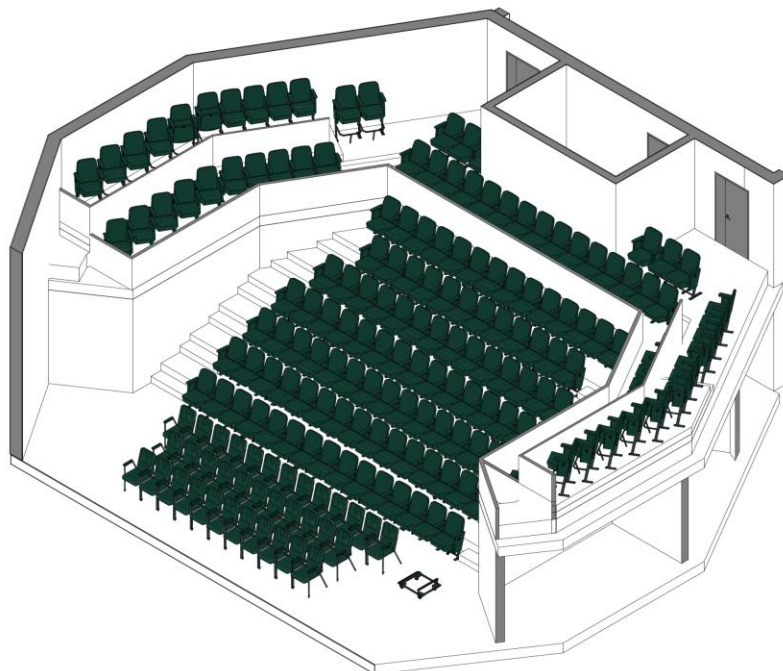


**29 additional loose seats can be added at the front of the stalls.*

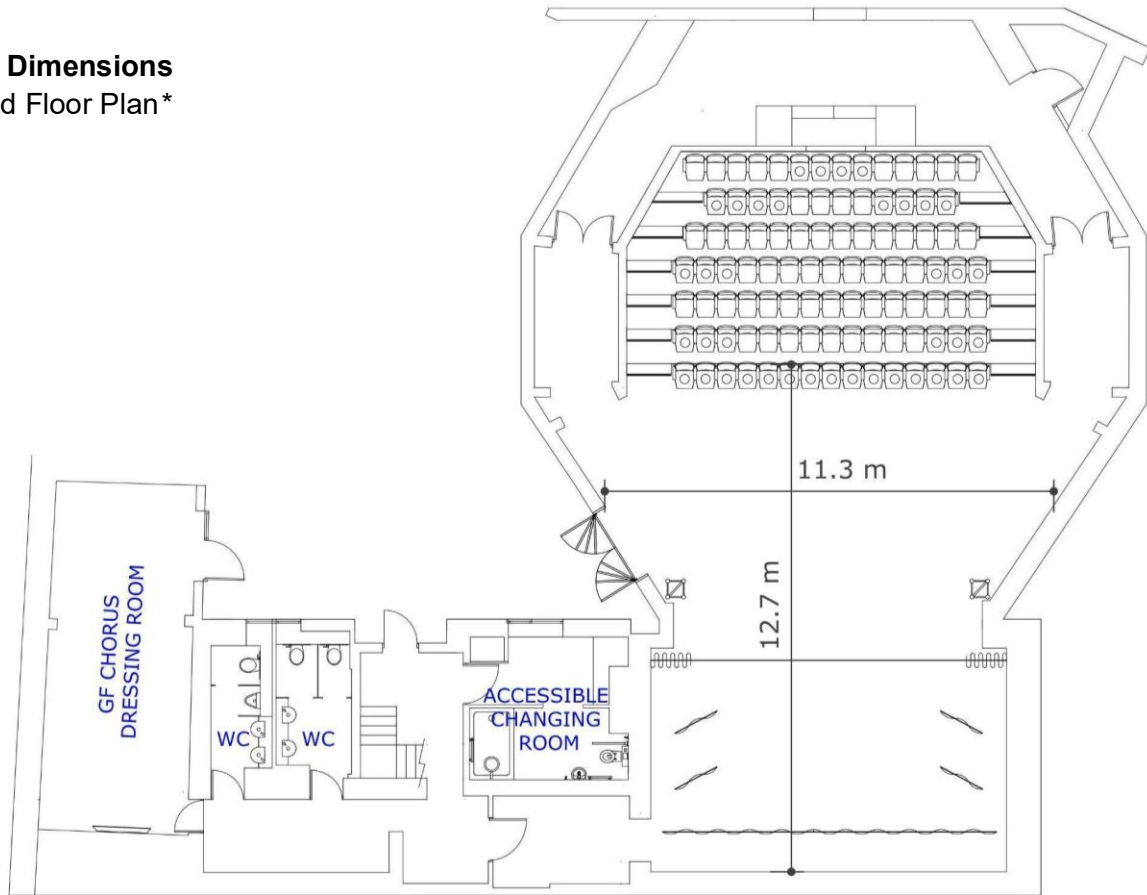
*** Please note that some balcony seats offer restricted views.*

There are spaces in both the stalls and balcony for wheelchair users. But please note that for every wheelchair space booked, up to two additional seats must be removed.

The Tech Box is located upstairs in the centre of the balcony.

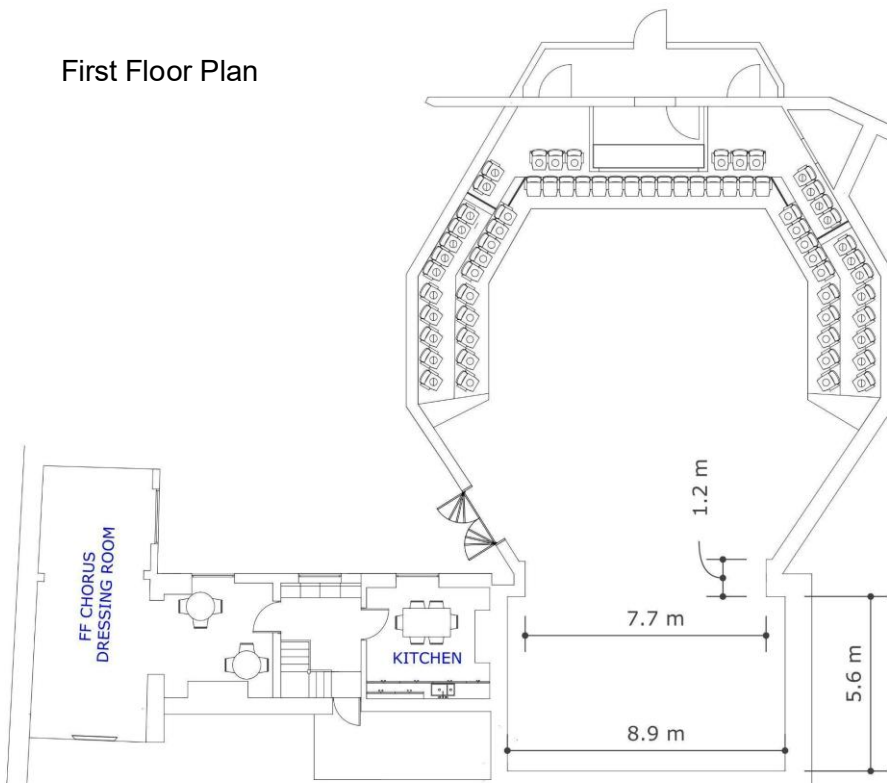


Stage Dimensions Ground Floor Plan *

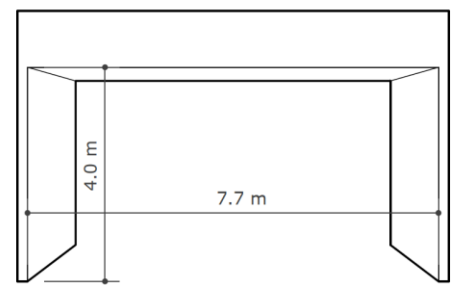


**All set/scenery must be freestanding and not attached to the fabric of the building with screws, nails, glue etc. CWT can advise on how and where to secure set/scenery.*

First Floor Plan

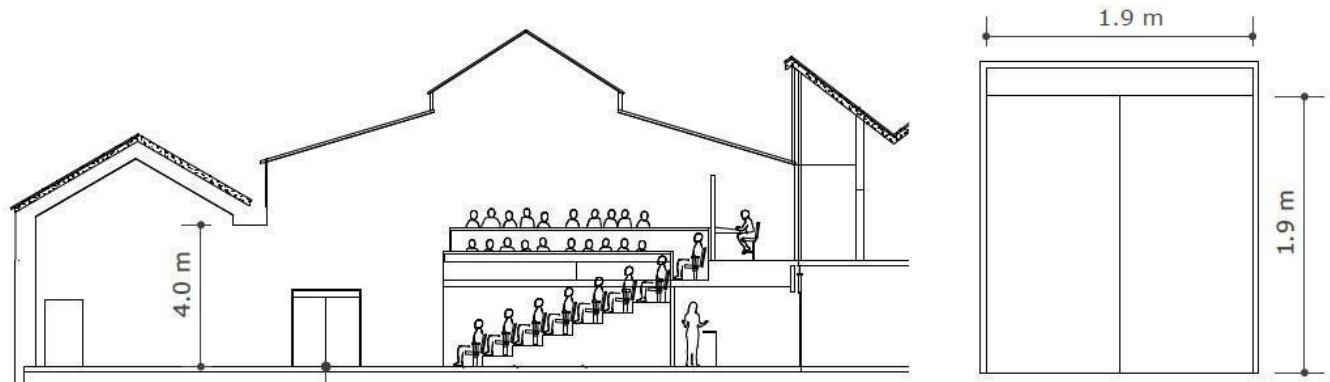


Proscenium Arch Elevation



Stage Load in Access

Loading access can be made through a set of double doors measuring 1.9m x 1.9m.



Access to these doors is through the courtyard area of the pub so load in/out times need to be agreed in advance. Vehicles **cannot** be left parked in the loading area.

Backstage Areas

Our backstage areas are full of character and can be found in the lovingly restored Wharfinger's cottage. There you will find 3-4 dressing rooms and a green room/kitchen, all equipped with audio and visual talkback systems.

Clothing rails are provided for costumes and cork/display boards for any show relevant info.

- ★ **'The Lock': ground floor accessibility dressing room.**

Found on the ground floor and equipped with a wheelchair accessible toilet and shower room. Suitable for 1-2 performers.

- ★ **'The Roses': ground floor large dressing room.**

Found on the ground floor and suitable for up to approximately 22 performers.

- ★ **'The Castles': first floor large dressing room.**

Found on the first floor. Suitable for up to approximately 26 performers.

- ★ **The Green Room**

Located on the first floor and equipped with a small meeting table, kettle and small counter top fridge. Could be used as a dressing room up to 6 performers if required, but prior approval needed from CWT.

Wifi and charging points.

Guest Wifi access will be available and details will be provided at the start of your hire.

Technical Staffing

Although we would love to, and in order to keep hire costs to a minimum, we are **unable** to provide technical staff for your hire.

All stage, lighting and sound equipment can **only** be operated by those on **CWT's Approved Technician List**. These are technicians that know the space and understand the equipment.

Option 1- using your own technician.

We offer regular dates for future technicians to come along, learn about the space and equipment and hopefully become a CWT Approved Technician ahead of your booking. They might then decide that they would like to add their details to our public list to offer their services and support to other groups.

So, if you know someone that is tech savvy, that has agreed to tech your event, all you need to do is send them along to one of our events for the CWT seal of approval. They'll then be able to be your go-to person for all future CWT events.

Please note that this is not designed for beginners and prior technical knowledge will be required. Newbie technical training is something that we aspire to offer further down the line.

Option 2- using a pre-approved technician.

Simply request our Approved Technician List and make your own arrangements.

PLEASE NOTE: A named Stage Manager will be required during your event if our Front of House teams are in action. This is someone backstage who can remain on comms throughout your event to liaise directly with the Front of House and Technical teams.

Useful Information

Parking

There is an onsite car park which theatre users are welcome to use if spaces are available. However, this car park belongs to the Crown Wharf pub and is not operated by Crown Wharf Theatre.

The theatre is in the town centre so benefits from being close to lots of alternative parking facilities. Wherever possible, we encourage those hiring the space to park off site on performance nights to maximise the available parking for audiences.

Access

We have worked hard to ensure the venue is accessible as possible to all. There are wheelchair spaces available in both the stalls and balcony levels and our back of house benefits from an accessibility changing room.

A hearing loop system is available for audience members as required.

Complimentary carer seats are offered to those who require carer assistance to attend, and we welcome advance discussion of performers' or audience member needs.

Equal Opportunities

The Crown Wharf Theatre is committed to equality of opportunity and operates an Equal Opportunities Policy to ensure that all sectors of the community are treated fairly and with dignity and respect. We do not expect all organisations using our venue to have an equal opportunities policy; however we would expect that whilst using our premises all hirers comply with that of the Crown Wharf Theatre.

Contact Us

If you have any questions please email programming@crownwharftheatre.org.uk

Or simply complete our *Enquiry Form*, found on our website.