



CADOGAN HALL

Hire Charges | 2008

Capacity

The hall can take a total of 970 people at any one time. This includes up to 900 members of the public and 70 staff (both ours and yours) and performers.

Stalls	561
Gallery	344
Total	905

Out of the above, we remove
10 seats from the stalls (four from rows M and N and two in row L);
12 seats from the stalls (row T) as 'last-sell, sightline' seats; and
28 seats from the gallery in blocks A and P as 'last-sell, sightline' seats.

Given the above holds, the most tickets you can sell is 855.

Stage capacity: 60 – 65

If you have up to 60 people on stage it will not affect our overall capacity.

If you have 61 or more people on stage, it will affect our seated capacity.

As a result we will need to reduce the number of seats for the audience in the same proportion.

Dates held depending on confirmation (pencil)

We will hold dates, following the initial enquiry for 30 days.

After this date we may ask you for confirmation or to release the date.

Standard rental (plus box office commission)

This includes 90 minutes of access and a three-hour (pm) rehearsal session, front-of-house staff, a stage manager, a technician and use of the Caversham Room (up to two hours before the event), if available, plus 11% box office commission which must be at least **£520**.

All figures
are subject to VAT

£2150

For extra performance(s) on the same day, including the above staff plus 11% box office commission which must be at least **£520**.

(for each performance) £1350

Flat rental (no box office commission)

This includes access and a rehearsal session, front-of-house staff, a stage manager, a technician and use of the Caversham Room two hours before the event if available.

All day (from 9 am) and one performance	£3450
Half day (from 2 pm) and one performance	£3250
Extra performance (for each performance)	£1350



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Credit card charges

You must pay 100% of all credit card charges we have to pay in selling tickets at the box office. This usually represents 3% of the final amount before tax and is taken off the top of the final figure before tax.

Performing Rights Society fees

You must pay PRS (plus VAT) on the box office income after tax

Standard marketing charge

We add a one-off marketing charge for all ticketed events. This covers adding your event to our regular e-bulletins, online features, e-mail campaigns when available, storage and display of flyers and posters.

£130

Audio recording

To hire the auditorium for audio recording only (including setting up and taking it down)

Full day (10 hours) £1200

Half day (6 hours) £725

Rehearsals

A three-hour session plus 90 minutes to get in and out

£540

Prep and pre-rig days

As and when you need them

Negotiable

Extra hourly charges

For each hour on top of the hours laid out above, plus costs

£180

Extra spaces

Culford Room (500 standing, 150 dining and 120 theatre-style)

£1600

Caversham Room (70 standing, 50 dining and 40 theatre-style)

£385



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Facility fees

Private recording (for archive use only)	£295
Commercial audio recording or broadcast	£625
Commercial video recording, broadcast or webcast	£1750

On-sale date

The on-sale date means the earliest date that tickets will go on sale and be available for members of the public to buy at the box office. You must pay the deposit, the minimum box office commission charge and the standard marketing charge before this date.

Merchandise

Programme commission	12%
Merchandising commission	15%

Penalty charges

Returning the contract late	£220
Returning the technical contract late	£55
Replacing a dressing room key or fob (for each item)	£25
Replacing towels (for each towel)	£10

All charges will be subject to VAT

Work permits

It is your responsibility to get the appropriate work permits. You should apply at least eight weeks before you need the permit. You can get application forms (WP3) from www.workingintheuk.gov.uk

Withholding tax for people who do not live in the UK

Every promoter employing artists living outside the UK will be subject to 22% Foreign Entertainers Unit Withholding Tax. This will be deducted by us from any monies due to you on settlement and paid to HM Revenue & Customs. This tax may not apply if you are authorised by HM Revenue & Customs to operate the Simplified Tax System for Classical Music or the Middleman Scheme or if you have successfully applied for an exemption prior to the date of the performance. For more information on Withholding Tax, contact the Centre for Non-Residents, Foreign Entertainers Unit on +44 (0)151 472 6488.