



BOOKING GUIDE

PAUL ROBESON THEATRE, HOUNSLOW ARTS CENTRE

IT IS THE HIRERS RESPONSIBILITY TO THOROUGHLY READ THIS GUIDE. THE VENUE WILL NOT BE HELD RESPONSIBLE FOR ANY ISSUES THAT ARISE AS A RESULT OF THE HIRER NOT FULLY READING AND ADHERING TO THIS GUIDE.

WHAT EXACTLY DOES YOUR BOOKING INCLUDE

It is important that we are on the same page with what is included in your hire, please familiarise yourself with the below. Your booking includes;

- Use of the Paul Robeson Theatre (NOT THE DANCE STUDIO OR FOH AREAS UNLESS OTHERWISE AGREED)
- Use of 2 Dressing rooms (These can be made into one on request). Each dressing rooms holds 8 people. If you require more dressing room space the dance studio can be hired as an additional dressing room depending on availability. Please contact us immediately about this to avoid issues.
- Technical Assistance provided by Ashby & Ryder Creative Management Ltd. This is assistance and operation on the day for sound and lighting. We will require your technical specifications in advance. This does not include time with the technician before the event or design of your lighting or sound. If you are requiring a lighting or sound designer we can supply you with recommended designers. Please download our Technical Specifications pack from the link below to find details of exactly what is provided technically. **PLEASE NOTE**-Please check the tech spec to insure you bring any media files you wish to use in the correct format.

DOWNLOAD TECH SPEC HERE - <http://www.hounslowartscentre.co.uk/downloads/>

- Your access will be from the start time of the hire and not before. If you go over your stated finish time you will be charged at the overtime rates stated in the hire agreement. **YOUR HIRE TIME MUST INCLUDE YOUR SET UP TIME, YOU WILL NOT BE GRANTED ACCESS TO THE SPACE UNTIL YOUR HIRE TIME.**

STANDARD OPENING HOURS

- Monday, Tuesday, Wednesday & Friday 9.30am to 6pm
- Thursday 9.30am to 7pm
- Saturday 9.00am to 6pm
- Sunday 11:00am to 5.00pm



BOOKINGS@
HOUNSLOWARTSCENTRE.C
O.UK



@HOUNSLOWARTS



02037432329



WWW.HACENTRE.CO.UK

RATES

- Peak (Thursday-Sunday) - £100.00 per hour Off Peak (Monday-Wednesday) - £60.00 per hour
Inclusive of a Technician, Minimum hire period is 5 hours
- **Out of hours' use** – Our spaces are available to hire 24/7. If you wish to hire outside of our standard opening hours there is an additional security surcharge of £36.00 per hour to keep the centre open.
- **Payment Terms** – 50% Upfront and the remaining 50% 14 days prior to the first day of hire.

SET UP OPTIONS

- Theatre Seating (No Charge)
- Cinema Seating (No Charge)
- Hall Space (£40 Surcharge)
- Hall Space with Cabaret Tables and Seating (£80.00 Surcharge)



WHAT YOU NEED TO BRING ON THE DAY

There are certain things we expect you to bring to make your event run smoothly;

- 2 ushers for the first 50 audience members and then 1 usher per 50 thereafter.
- PLI Certificate & Risk Assessments for your event.
- A clear schedule for your event set up, running times and get out plan.
- Clear technical plans including lighting and sound design (If you require our technical assistant to rig this)
- All sound or visual files on a FAT32 or exFAT formatted USB or Harddrive, we also recommend you have a version of your files available in the cloud a backup. We accept sound files in the following formats .mp3 & .wav and video files in .mp4 & .mov and picture files as .jpg
- Bin bags to remove all litter from the space after your hire otherwise we charge a £35.00 cleaning surcharge.

TICKETING

IMPORTANT - You the hirer will be responsible for all entry control, advising patrons of directions/access information (Available from <http://www.hounslowartscentre.co.uk/findingus>), ticketing and ushering for your event.

If you are selling tickets for your event it is important to get in on sale early to allow people plenty of time to book. It is important to allow different avenues to do so. We recommend that you use an online system to sell your tickets. Hounslow Arts Centre cannot handle tickets sales for you event, however here is who we recommend to use;

- See Tickets – Visit <http://www.hounslowartscentre.co.uk/downloads/> and download the ‘See Tickets Event Set Up Guide’.
- If you are selling tickets yourself, we have an excel spreadsheet for selling that can be supplied on request. It is imperative to collect contact numbers and emails from patrons in case of cancellation.
- If you are printing tickets yourself, we recommend you use - <https://www.ukticketprinting.co.uk/Event-Tickets/>

MARKETING

Marketing is imperative to selling your event the more you distribute the bigger your audience will be.

- If you are printing flyers and posters we recommend you use - <https://www.stressfreeprint.co.uk>
- If you need artwork designed, we recommend you use - <http://www.desktidydesign.com/>
- We can display posters and flyers for you, the artwork for these must be signed off by Hounslow arts centre management prior to this, please email a proof of your design to management@hounslowartscentre.co.uk if we receive physical print without having signed off on a proof we retain every right to not display your print.
- **ALL ARTWORK MUST CLEARLY HAVE OUR LOGO ON AT A READABLE SIZE**, you can download our logo from www.hounslowartscentre.co.uk/downloads
- We will only display the following print; **all print must be portrait**;

1-3 A0 Posters

5-10 A3 Posters

5-30 A4 Posters

250-2000 A5 Portrait Flyers, **MUST BE AT LEAST 170GSM**

1 Pull up banner (Must be pre agreed with management)

ALL FLYERS AND PRINT SMALLER THAN A3 WILL BE DISPLAYED WITHIN 7 DAYS OF US RECEIVING.
A0 POSTERS WILL BE DISPLAYED AS SOON AS POSSIBLE DEPENDING ON AVAILABLE SPACES.

You can have print directly delivered to us;

FAO; Marketing Team
Hounslow Arts Centre, The Treaty Shopping Centre
High Street, Hounslow
TW31ES

ACCESS, LOADING IN/OUT & PARKING

During opening hours – You can access the centre via the shopping centre.

Outside of opening hours (If you are paying the security surcharge) – you can access the centre through the high street entrance opposite Barclays Bank or parking on level 3B of the car park and using the lift to access the arts centre.

Parking - If you are paying the security surcharge then you and your attendees can park in the Treaty Centre Car Park until your event finishes. Standard car parking charges apply. (If you arrive after 6pm it is a flat £4.00 charge.)

Loading In/Out – You can load in through service bay 1, head up the ramp as if you are entering the car park then follow directions straight on into the service yard. You will reach a barrier, press the buzzer and inform security you wish to load into the Paul Robeson Theatre, they will then direct you to the correct bay. You will have 20minutes to unload, **YOU CANNOT LEAVE YOUR VEHICLE IN THE LOADING BAY. PLEASE INFORM HOUNSLOW ARTS CENTRE OF YOUR LOAD IN TIME SO WE CAN ENSURE THERE IS A SPACE FOR YOU IN THE BAY AND THAT WE OPEN OUR STAGE DOOR TO LET YOU IN.** You can let us know by email - management@hounslowartscentre.co.uk

If you have hired without security – all attendees must use the stage door entrance and be buzzed in and out using the intercom, please note the stage door entry has two flights of stairs and no disabled access, if you require disabled access then they will need to enter through the treaty Centre loading bay 2 and you must inform us in advance of this as well as supplying an usher to assist at this position.

Please contact bookings@hounslowartscentre.co.uk with any further questions.

We look forward to working with you soon.

The Hounslow Arts Centre Team