



Space Hire: Rates for COMMUNITY Group use, 2024-25

These rates apply to hiring producers using LBH arts venues under the following criteria:

- Theatrical Performance, Rehearsal, Arts Educational Classes, Events and Workshops for benefit of Hillingdon residents
- Directly available to LB Hillingdon residents
- With (at Compass Theatre) at least 50% of tickets sold via Hillingdon Box Office
- Operating on a non-profit basis

Rates for commercial business use, private performances and/or social events can be found in the SOCIAL / COMMERCIAL rates. Rates valid until 31st March 2025. All charges include VAT, where applicable, unless otherwise stated. Spaces marked** are NOT accessible by wheelchair or by those with limited mobility. Charges are PER HOUR unless otherwise specified.

Hillingdon Resident rates are only applied where the producing hirer's contact and invoicing address is within the London Borough of Hillingdon.

Theatre Stage Hire (min. 4 hours)		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
Basic hourly rates - additional listed below and overleaf					
WINSTON CHURCHILL Stage, Dressing Rooms, Auditorium, Foyer, Kitchen and Lounge/Bar	4 to 29 hours hire. Includes supervising tech only	£86.60	£157.70	£122.50	£226.50
	Consecutive 30+ hours hire. Includes supervising tech only	£57.30	£63.70	£72.30	£80.20
COMPASS Stage, Dressing Rooms, Auditorium and non-exclusive use of Foyer and Bar	4 to 29 hours hire. Includes supervising tech only	£77.40	£88.20	£96.80	£111.80
	Consecutive 30+ hours hire. Includes supervising tech only	£53.80	£59.50	£68.10	£75.20
OPEN-AIR THEATRE , Barra Hall Park, Hayes	Min. 4 hours hire, ending 30 mins before sundown.	£22.90	£28.70	£28.70	£35.90
Space Hire Deposit		ALL HIRER'S			
Retained in the event of cancellation or damage to fixtures and fittings. Can be rolled from one booking to another in the same financial year		Stage Use = £300 per hirer, per year Other Space Use = £150 per hirer, per year			
Occasional Space Hire		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
Compass Long Room**		£21.50	£25.80	£26.50	£29.40
Compass Oak, Tate** or Drawing Room**		£17.90	£21.50	£20.10	£25.10
Compass Studio		£17.90	£28.70	£20.80	£33.70
Compass Auditorium Basic (no dressing room, stage lights, PA, etc.)		£39.50		£49.50	
Winston Churchill Theatre Lounge		£40.80		£56.00	
Frequent Space Hire At least six space hired, per quarter or term		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
Compass Long Room**		£20.80	£24.50	£25.10	£30.10
Compass Oak, Tate** or Drawing Rooms**		£16.50	£20.10	£20.80	£25.80
Compass Studio		£17.20	£27.30	£20.80	£33.70
Penalty Charges		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
		EXTRA HOURS IN BUILDING: Exceeding hire time without prior agreement. Excludes additional staff costs (see rates above)		£151.00	£172.00
EXTRA CLEANING: Where hire results in excessive cleaning requirements before space can be used again.		£143.50		£229.50	
Additional Service Charges		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
		THEATRE TECHNICIANS: For when producers need our techs to design, set-up or operate - or where extra prep time, outside of hired times are required. Cost per technician, per hour.		£21.50	£27.30

DUTY FoH OFFICERS: For when hire requires additional supervision. Normally waived for public events or when venue is already staffed.	£21.50	£27.30	£25.80	£31.50
USHERS / STEWARDS: For when hirer is unable to provide. (Compass requires 2, Winston 4). 6 weeks' notice required.	£8.60 per person, per hour		£15.90 per person, per hour	
PRS/PPL (Performing Rights Society & Public Performing Licencing) CONCERT : Where copyrighted music (live, pre-recorded, featured or incidental) makes up OVER 50% of the duration of the show, and is not covered by Grand Rights.	3.5% of gross box office + VAT, with minimum charge of £35.90 (includes sales / donations taken by hirer)		3.5% of gross box office + VAT, with minimum charge of £57.30 (includes sales / donations taken by hirer)	
PRS/PPL (Performing Rights Society & Public Performing Licencing) OTHER : Where copyrighted music (live, pre-recorded, featured or incidental) makes up UNDER 50% of the duration of the show, and is not covered by Grand Rights.	0.5% of gross box office + VAT, with minimum charge of £14.35 (includes sales / donations taken by hirer)		0.5% of gross box office + VAT, with minimum charge of £28.65 (includes sales / donations taken by hirer)	
SEASON BROCHURE: 1 x 1/3 of A5 page entry in the Council's quarterly Culture and Heritage brochure. Distributed to borough's Theatres, Libraries, Museums and Leisure Centres, plus 14k+ email subscribers.	£129.00 + VAT		£157.70 + VAT	
BOX OFFICE COMMISSION: Ticketed events at Compass Theatre - At least 50% on sale via Hillingdon Box Office	10% of take + VAT, minimum 70p per ticket		15% of take + VAT, min. £1.50 per ticket 100% on sale via Hillingdon Box Office	
BOX OFFICE COMMISSION: Ticketed events at other spaces - Optional 50-100% on sale via Hillingdon Box Office	10% of take + VAT, minimum 70p per ticket			
EXTERNAL TICKET ALLOCATION: for tickets issued to hirer for external sale (Compass 50% max / Winston 50% min)	£0.40 + VAT per ticket		£0.70 + VAT per ticket	
Theatrical Equipment, Lighting and FX Charges			All Users	
			day	week
Ceiling Mounted Bright Projector			£157.70	£344.00
Radio Mics - 1 available at Winston Churchill Theatre			£14.40	£57.30
Lapel Mics - 2 available at Winston Churchill Theatre			£21.50	£71.70
Vocal Mics - 4 available both venues			£14.40	-
FREE - Generic Lighting and Basic FX			£0.00	
Band 10 Lighting and FX			£14.40	
Band 20 Lighting and FX			£21.00	
Band 30 Lighting and FX			£43.10	
Band 40 Lighting and FX			£57.30	
Band 50 Lighting and FX			£71.70	
Band 70 Lighting and FX			£100.30	
Consumables			POA	
Portable Video/Data Projector			£107.50	
Photocopying - Per A4 Sheet			£0.70 per sheet of paper	
Compass Costume Hire			All hirers	
Individual ADULT Costume			£21.50 per week	
Individual CHILD Costume			£14.40 per week	
Individual ACCESSORY ITEMS - hats, ties, wigs, gloves, shawls etc.			£7.50 per week	
Individual DEPOSIT for Costume Hire: refunded on return / retained in event of late return, loss or damage			£30 for 1st 3 items, + £10 per additional item	
Bulk Costume Hire Rate #1 - 10 to 20 items borrowed			1 wk = £109.20 / £54.60 per subsequent wk	
Bulk Costume Hire Rate #2 - 21 to 50 items borrowed			1 wk = £142.00 / £71.00 per subsequent wk	
Bulk Costume Hire Rate #3 - 51 to 100 items borrowed			1 wk = £213.00 / £106.50 per subsequent wk	
Bulk Costume Hire Rate #4 - 101 to 200 items borrowed			1 wk = £425.90 / £213.00 per subsequent wk	
Bulk Costume Hire Deposit - refunded on return / retained in event of late return, loss or damage			£100 per week	