

SoundLightingUK Ltd. Venue & Event Services

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BOOKING INFORMATION – The Dovehouse Theatre

The Dovehouse Theatre is part of Langley School campus in Olton, Solihull comprising of a fully equipped, 160 seat theatre, foyer with fully licensed bar, workshop and dance studio.

VENUE ADDRESS: The Dovehouse Theatre, Langley Arts & Sports Complex, Kineton Green Road, Olton, Solihull B92 7ER

HIRE CHARGES: For an accurate quote please email info@dovehousetheatre.co.uk

Show Session (<i>max 6 hour</i>)	= £510 (<i>equivalent to £3.15per seat</i>)
Additional performance (<i>i.e. matinee</i>)	= £255 (<i>equivalent to £1.57per seat</i>)
Rehearsal/Fit-up Session (<i>max 4hours</i>)	= £310
Additional session time	= £85 per hour
Extra Dressing room space (<i>dance studio</i>)	= £45 per session
Foyer only	= Prices start from £15 per hour
Ticket Book	= £20 per show (<i>12p per ticket</i>)
Ticket administration fee	= 12% on all tickets sold by The Dovehouse Theatre
DVD Filming (<i>single/Static angle</i>)	= £10 per DVD (<i>min 20 DVDs</i>)

The Dovehouse is available from 5pm to 11pm on weekdays during school term times although arrangements can be made in certain circumstances, at all other times the Dovehouse is available from 9am to 11pm.

Each **SHOW SESSION** includes one performance. During the performance call-time the venue will provide a suitable Front of House team, Technician and use of the Theatre lighting & sound. The theatre and foyer will be cleaned daily, visiting companies are asked to ensure the stage and all backstage areas are left in a reasonable condition (*vacuum cleaners and bin bags are available onsite*) or additional cleaning costs may be incurred.

REHEARSAL/FIT-UP SESSION includes the use of the theatre lighting and sound with technical supervision. Please note, if any paying member of the public is present for a technical/dress rehearsal, it will then be deemed a performance and charged accordingly.

Please allow enough time for your full booking from arrival to departure as additional time will be charged at our **ADDITIONAL SESSION TIME** (£85 per hour)

The Dance Studio is not included with the hire of the theatre. If the studio is required as an additional dressing room, please ask during the booking procedure to avoid disappointment.

THE BOOKING PROCEDURE:

Before the event:

Contact SoundLightingUK to discuss available dates. You'll then receive a booking application/quote. Once accepted you will receive an invoice for an £80 deposit. (Your dates will be reserved for 30 days) Once the deposit is paid your booking will be confirmed.

After the event:

You will be sent an invoice by SoundLightingUK on behalf of the Dovehouse theatre which should be paid within 30 days. Where box office monies are being held by the venue, hirers will receive a credit note followed by bank transfer for the balance.

SELLING TICKETS: Three options

Full box office:

No set up fee for this option however a 12% booking fee will be taken off the final ticket take.

- Tickets sold over the telephone from the Dovehouse Theatre box office service provided by Ticketsource Ltd.
- Tickets sold online via the Dovehouse Theatre website.
- Front of house personnel provided to deal with ticket enquiries during the event.

Sell you own:

We can supply event tickets for a one-off charge of £20 per performance or you can produce your own (we will provide you with a seating plan). The hirer must supply their own box office personnel to be present in the foyer at least 30mins prior to the performance.

We both sell:

We will supply you with a seating plan and event tickets at £20 per performance. We will make up to four rows available to buy via the Dovehouse Box office and website. A 12% booking fee will be taken on all tickets sold via The Dovehouse Theatre, this will be deducted from your final ticket take.

EQUIPMENT HIRE:

The Dovehouse Theatre's in-house equipment is included within the hire fee, additional equipment can be hired at extra cost. This equipment must be booked at least two weeks prior to your event. Additional equipment costs will be added to your final bill, payable after the event.

Below is a list of our most hired equipment

Radio Microphones = £60 each

Cable Microphones = (4 free) then £8 each

Onstage Monitors = £25 a pair

Star Curtain = £85

Projector & Screen = £40

Smoke/Haze Machine = £40

UV Light = £30

Strobe = £30

Intelligent Lighting (*Mac Entour 250 or similar*) = £65 each

Mirror Ball = £15

Follow Spot = £30