



The Venue

HIRE INFORMATION PACK

Hire Information Pack

The Venue MK



The Venue is one of Milton Keynes' premier performance venues. Hosting a diverse calendar of professional, community and corporate events, The Venue is loved by performers and audiences alike

Opened in 2011, The Venue is home to a range of enviable features both front and back of house.

Our stage includes a full fly tower, band pit, generous wing space, high specification sound, lights and AV as well as same level access to dressing rooms and our scene store.

Audiences enjoy a friendly and exciting atmosphere all housed within a spacious, open foyer, fully licensed bar and comfortable seating within a generously raked auditorium, ensuring great visibility across the room.

Our team at The Venue treat every show as our own, and are dedicated to ensure that producers, performers, technicians and audiences cherish their experience with us. If you'd like to enquire about availability or have any other questions you can contact us through our enquiry form [here](#):

HIRE RATES

The Venue has a series of Hire Packages available, which are detailed below. If your event doesn't fit into the packages displayed below, we'd be happy to discuss a bespoke package with you.

ONE DAY HIRE, NO PERFORMANCE (REHEARSAL DAY):

Hire occurring on one calendar day, with only theatre staff and production company members present.

Items Included:

Use of Theatre and stated Technical Specification
Technical Support/Duty Manager
Green Room
2x Changing Room
Workshop/Scene Dock
Foyer (Monday-Friday after 3.25pm, and for sign in/out usage)

Community/Charity: Monday-Friday - £600 +VAT Sat-Sun - £800 +VAT

Commercial: Monday-Friday - £750 +VAT Sat-Sun - £850 +VAT

ONE DAY HIRE, ONE PERFORMANCE:

Hire occurring on one calendar day, with theatre staff and production company members present + one performance with a visiting audience. Extra performance are possible, but will incur an extra cost.

Items Included:

Use of Theatre and stated Technical Specification
Technical Support/Duty Manager
Green Room
2x Changing Room
Workshop/Scene Dock
Foyer (Monday-Friday after 3.15pm)
Licensed Bar available to audience
FOH Manager & FOH Staff

Community/Charity: Monday-Friday - £850 +VAT Sat-Sun - £950 +VAT

Commercial: Monday-Friday - £950 +VAT Sat-Sun - £1050 +VAT

Additional Show Fee: £185+VAT

CONFERENCE HIRE, ONE DAY

Hire occurring on one calendar weekday, from 8am - 6pm or hours within to host conference/ presentations to an audience.

Items Included:

Use of Theatre and Necessary Audio Visual
Technical Support
Duty Manager
Green Room
2x Changing Room
Foyer

£850 +VAT

The Venue also has extra breakout rooms and spaces available. These do incur an extra cost based on the time and nature of an event.

Bespoke prices can be negotiated for longer length hire periods dependant on the nature of your event. Unfortunately we cannot offer part day hire.



FREQUENTLY ASKED QUESTIONS

What times can I access the Venue?

Our standard hire periods provide access from 10am, and require all parties to have left the building by 10pm on a rehearsal day and 11pm on a performance night. Earlier access can be provided dependant on scheduling, but may incur additional costs.

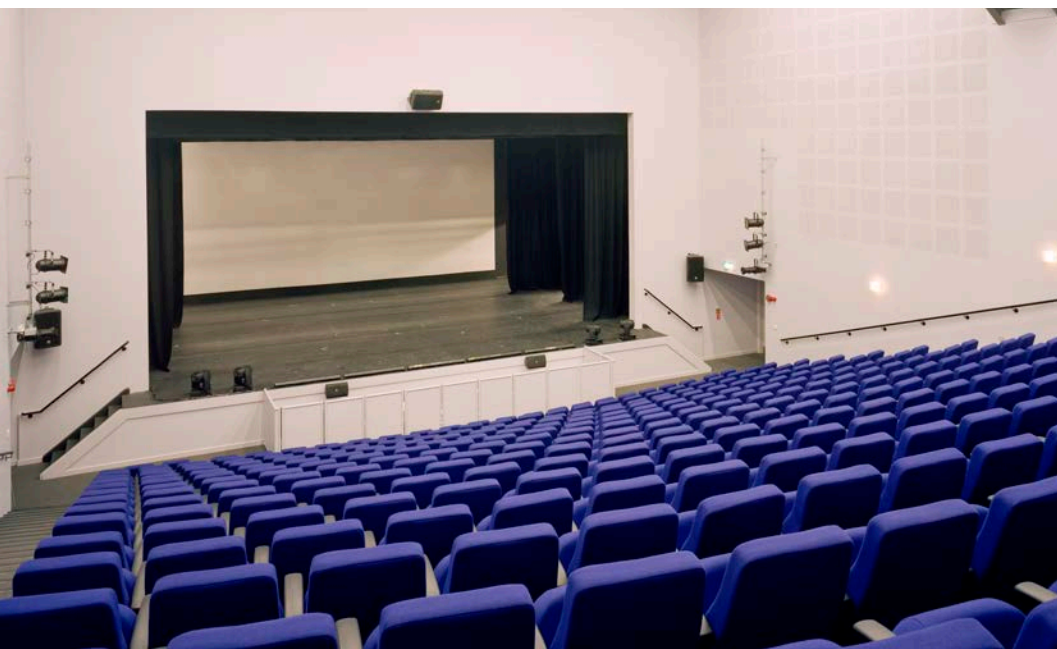
Do I need to provide someone to operate sound and lights?

Yes. The Venue will provide a duty technician who will be on hand throughout your hire period - however they are in place to provide assistance with our equipment, ensure that the building and equipment are being used in a safe manner and to complete other tasks relating to holding an event. It is also vital that duty technicians are free and available during performances to deal with any emergencies or technical issues that may arise. This means they will not be able to also operate or programme equipment.

We can however, dependant on needs, setup our equipment to be used by volunteers/staff with limited technical expertise, or provide additional technicians at an additional fee.

Can we access The Venue during school hours?

Yes! Although we are a school, The Venue is designed in away that limits access between the school and the theatre. However we do ask that you limit comings and goings during school hours, and please be aware that our foyer area is not available before 4pm on school days.



Do I need to pay a deposit?

Yes. We require a deposit to confirm your booking - this is calculated a 10% of your total Hire Fee before VAT. Full payment for your booking must be received at least 2 weeks prior to start of your hire period.

Do I still need to pay if I cancel my event?

Yes- All deposits are non-refundable, you will then have to pay a % of your full hire fee depending on how much notice prior to your hire period you decide to cancel. Any cancellation later than 8 week prior to your booking will require full payment for the hire.

Do I need to provide Front of House Staff?

We provide a Front of House Manager, Ushers and Bar staff for all shows at The Venue. Front of House Staff will be available from 1 hour prior to an event starting. Venue staff can also sell programmes or merchandise, however this may incur a fee and The Venue must be notified prior to the event. You are more than welcome to provide your own staff/ volunteers to fulfil any of these additional tasks, however ushers will always be provided by The Venue. If your show is planned to last for more than 4 hours, please alert The Venue as soon as possible, as additional staffing may be required.

Can I setup a raffle or a stall to sell merchandise?

Yes! We welcome raffles and other fund-raising activities from our hirers, we can even supply tables to help setup. We never charge for activities raising funds for charities or community groups, however we may need to charge a 'table rental' for commercial stalls. We do not permit the sale of items that are already sold by The Venue such as drinks, sweets or Ice Creams, so do ask us if you're planning something similar.

What about disabled access?

All areas of The Venue are accessible by wheelchair, including our stage and backstage areas. The foyer level and stage level are all the same height as their entrances - and there are lifts connecting all floors. We also have 6 Wheelchair spaces within our auditorium.

I have a large cast - is there a room for them?

Our backstage area has 2 large dressing rooms as well as a spacious Greenroom/ Additional dressing room. We also have 9 classrooms close by which are available to hire on weekends or evenings if you require more space.

How do I sell tickets?

The Venue can provide full Box Office service for your events - including 24/7 online sales and telephone and walk up sales. We charge either an 8%+VAT commission, or add a £1 fee to each ticket sold. Using our Box Office also adds your event to our website and monthly mail outs. You can of course sell your own tickets to your event, and can be added to our website and mailing list for a fee.

TECHNICAL SPECIFICATION

A full technical specification, including scale drawings, [is available on our website](#). For more details such as LX files or if you have a technical question, feel free to contact us.

SEATING PLAN

