



Coronation Hall
County Square
Ulverston
Cumbria
LA12 7LZ



Tel/Fax: 01229 588994
Email: corohall@southlakeland.gov.uk
Web: www.corohall.co.uk

Commercial Event Hire The Package

The standard commercial hire charge of the Coronation Hall is £1,500. This fee includes:

- ❑ **All Hire** of auditorium, stage, decking, dressing rooms, showers, kitchenette (with refreshments and washing machine), licensed bar (with staff) for audience, first aid cover and front of house facilities including an area for merchandising for which no commission will be charged. Stewards for seated concerts are also included. For a standing concert the regulations of the license require the hirer to have registered door staff. This is one of the extra charges at approximately £10 per person, per hour. (Current rates will apply).
- ❑ **Technical Provision-** including theatre stage, front of house lights, follow spots, house PA, and sound system with 1 technical member of staff and 1 crew/stage manager. Any extra requirements for equipment or staff to be hired in at cost.
- ❑ **Ticket Sales-** via the Coronation Hall's computerised box office system (Venuemaster). All tickets will be set up to the promoter's individual requirements and sold through the Box Office. All sales are recorded and a regular update of figures is given weekly. The service will also include provision of the Box Office on the night of the event and a final show report. Box Office Credit card commissions charges are included up to a level of £350.
- ❑ **Marketing & Promotions** - The Coronation Hall will help to promote each event. If the event is booked in time to meet publication deadlines, it will include – insertion into the Coronation Hall's seasonal programme (with photo/logo where appropriate), a page on the season's PowerPoint display, insertion into all free listings, Coronation Hall website, Ulverston website, various Lake District promotional websites), What's On Guide, all local newspaper and radio listings. All posters, fliers, photos and press cuttings supplied will be used both in and around the venue and distributed to local Tourist Information Centres, South Cumbrian libraries, all local shops and large outlets within the vicinity who accept promotional material.
- ❑ **Advertising** A list of press contacts can be supplied to enable you to place media advertising. Alternatively the venue can arrange the advertising for a nominal £50 admin fee plus the actual cost of the adverts.

On **confirmation** of the booking a £200 non-refundable deposit will become payable.

The **remainder** of the hire charge, £1,300 plus any **additional charges** incurred will be invoiced at the time of the event.

After the event a cheque for all ticket sales income will be sent from SLDC payments office in Kendal within two weeks.

Please Note : Performing Rights Society fees will automatically be added to your account unless an exemption letter is received.



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Commercial Event Hire Application Form

Standard Commercial Hire Charge: £1,500 (See attached information)

Applicant's Name: _____

Company Name: _____

Address: _____

Postcode _____

Tel, fax: _____

Email address: _____

Name of Artiste _____

Type of Event _____

Date of Event _____

Performance Time(s): _____

Please circle any other special requirements you may need (incurred at extra cost) and we will discuss and advise you of the charges before confirming the arrangements and date:

Additional Tech Requirements

Catering

Registered Door Staff

PRS Charges

Advertising

Follow Spot Operators

Non Refundable Deposit Charge (payable on confirmation of booking) : £200.00

I apply for use of the Coronation Hall at the rate specified herein. I confirm that I have received and read a copy of the Council's Conditions of Hire for use of the Coronation Hall and accept that this application and the conditions shall constitute the contract between the parties hereto.

Signed _____

Date _____

The council reserves the right to refuse or withdraw confirmation of an application at its discretion



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Commercial Event Hire Your Tech Requirements

Show & Date: _____

Curtain up Time _____ 1st Half Duration: _____ 2nd Half Duration _____

Rehearsal Date: _____ Time _____

Tech Contact Name : _____ Tel _____ Email _____

Get in Date & Time: _____

Length & Time needed for Get out: _____

Time of Sound Check: _____

Number & Size of HGV / Vans: _____

No of extra crew / technicians / followspot operators (charge applies): _____

Do you need space in main foyer for merchandise?: _____

Amount of space needed for sound / lighting desks in hall?: _____

Do you need theatre lighting?: _____ (if yes a lighting plot must be forwarded to us at least 2 weeks before the event. Additional equipment can be hired at cost)

Do you require the use of our sound systems: _____

Number (if any) of microphones required?: _____

Number (if any) of follow spots needed in show?: _____

Number (if any) of steel decking pieces needed?: _____

Full tech spec and stage layout enclosed?: _____

- Please inform us of any pyrotechnic effects used in the performance
- Our usual stage setting is house tabs and a black surround 19' deep – please inform us of any changes to this.

PTO

