



SPACE HIRE COSTS: COMMUNITY USE 2025-26

These rates apply to the **Compass Theatre** in Ickenham, the **Winston Churchill Theatre** in Ruislip, and the **Open Air Theatre** at Barra Hall Park in Hayes, for activity meeting the following criteria, only...

- > Charity or Not-for-Profit: presentations, performances, shows, rehearsals, or arts related classes, workshops or lectures
- > Available to residents of the London Borough of Hillingdon
- > With (at Compass) no less than 50% of tickets sold via Hillingdon Box Office
- > Alternative rates can be found on the SOCIAL, PRIVATE or COMMERCIAL rates list.

Valid until 31/03/2026. Spaces marked** are NOT accessible by wheelchair or by those with limited mobility. Resident rates apply only to producers whose hire contact and invoicing address is within the London Borough of Hillingdon. Charges include VAT, where applicable, unless otherwise stated.

NEW: UNDER 25 DISCOUNT - Hirers aged 25 or under, at time of booking get 25% off hourly hire costs. Proof of age and address required.

THEATRE HIRE (min. 4 hours)		LB Hillingdon Resident Hourly Rate		Non-Resident of LB Hillingdon Hourly Rate	
		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 consecutive hrs, incl. supervising tech only	£91.00	£166.00	£129.00	£238.00
	30+ hours hire. Includes supervising tech only	£60.00	£67.00	£76.00	£84.00
COMPASS Stage, Dressing Rooms, Auditorium and non-exclusive use of Foyer and Bar	4 to 29 consecutive hrs, incl. supervising tech only	£81.00	£93.00	£102.00	£117.00
	30+ hours hire. Includes supervising tech only	£57.00	£63.00	£72.00	£79.00
BARRA HALL PARK OPEN-AIR	Min. 4 hours hire, ending 30 mins before sundown.	£24.00	£30.00	£30.00	£38.00
SPACE HIRE DEPOSIT		All hirers			
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			
OCCAISIONAL SPACE HIRE		LB Hillingdon Resident Hourly Rate		Non-Resident of LB Hillingdon Hourly Rate	
		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
Compass Long Room**		£23.00	£27.00	£26.00	£31.00
Compass Oak, Tate** or Drawing Room**		£19.00	£23.00	£21.00	£26.00
Compass Studio		£19.00	£31.00	£22.00	£35.00
Compass Auditorium Basic (with no use of dressing room, stage lights, PA, etc.)		£42.00		£52.00	
Winston Churchill Theatre Lounge (when theatre is not in use)		£43.00		£59.00	
FREQUENT SPACE HIRE		LB Hillingdon Resident Hourly Rate		Non-Resident of LB Hillingdon Hourly Rate	
Minimum 6 sessions per quarter or term		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
Compass Long Room**		£22.00	£26.00	£28.00	£32.00
Compass Oak, Tate** or Drawing Room**		£17.00	£21.00	£22.00	£27.00
Compass Studio		£18.00	£29.00	£22.00	£35.00
PENALTY CHARGES		LB Hillingdon Resident Rates		Non-Resident of LB Hillingdon	
EXTRA HOURS Exceeding hire time without prior agreement. Excludes additional staff costs (see rates below)		£159.00		£180.00	
EXTRA CLEANING: Where hire results in excessive cleaning requirements before space can be used again.		£151.00		£240.00	
ADDITIONAL SERVICE CHARGES		LB Hillingdon Resident Hourly Rates		Non-Resident of LB Hillingdon Hourly Rates	
THEATRE TECHNICIAN: LBH Staff to design, set-up or operate - or any for extra prep required outside of booking.		£23.00	£29.00	£27.00	£33.00
DUTY FoH OFFICERS: when production requires additional supervision - waived if venue is already staffed.		£23.00	£29.00	£27.00	£33.00
USHERS / STEWARDS: if hirer cannot provide. 6 wks notice required. Compass x 2, Winston x 4, BHP OAT x 3.		£9.00 per person, per hour		£16.00 per person, per hour	

SPACE HIRE COSTS: COMMUNITY USE 2025-26 - continued

<u>MUSIC USE: PPL/PRS</u>	LB Hillingdon Resident Rates	Non-Resident of LB Hillingdon		
Public Performing Licencing / Performing Rights Society. Where music - live or pre-recorded, featured or incidental - makes up OVER 50% of the show, not covered by Grand Rights.	3.5% of gross box office + VAT (incl. sales / donations taken by hirer)	3.5% of gross box office + VAT (incl all sales / donations taken by hirer)		
Public Performing Licencing / Performing Rights Society Where music - live or pre-recorded, featured or incidental - makes up UNDER 50% of the show, not covered by Grand Rights.	0.5% of gross box office + VAT (incl. sales / donations taken by hirer)	0.5% of gross box office + VAT (incl. sales / donations taken by hirer)		
<u>PUBLICITY</u>	LB Hillingdon Resident Rates	Non-Resident of LB Hillingdon		
BRONZE PACKAGE: listed in LBH Event E-News, Hillingdon People Magazine, and on Discover.hillingdon.gov.uk/theatres	£96.75 + VAT	£118.28 + VAT		
SILVER PACKAGE: listed in LBH Event E-News, Hillingdon People Extra E-News, boxed listing + image in Hillingdon People magazine, posted on LBH Social Media, and a page on Discover.hillingdon.gov.uk/theatres	£129.00 + VAT	£157.70 + VAT		
GOLD PACKAGE: page on Discover.hillingdon.gov.uk/theatres + banner ad, listing in LBH Events E-news + image, listing + banner ad in Hillingdon People Extra E-News, boxed listing + ad in Hillingdon People magazine, and 2 x Social Media posts	£161.25 + VAT	£197.13 + VAT		
<u>TICKETING</u>	LB Hillingdon Resident Rates	Non-Resident of LB Hillingdon		
BOX OFFICE COMMISSION: ALL ticketed events at Compass Theatre sell at least 50% via Hillingdon Box Office	10% of take + VAT, minimum 70p per ticket	15% of take + VAT, minimum £1.50 per ticket		
BOX OFFICE COMMISSION: Ticketed events at other spaces - Optional 50-100% on sale via Hillingdon Box Office				
EXTERNAL TICKET ALLOCATION: Tickets issued to hirer for external sale (Compass 50% max / Winston 50% min)	£0.40 + VAT per ticket	£0.70 + VAT per ticket		
<u>EQUIPMENT, LIGHTS, FX</u>	Per Day	Per Week	<u>COSTUME HIRE: INDIVIDUAL</u>	
Generic Lighting and Basic FX	<i>INCLUDED IN HOURLY HIRE RATES</i>		ADULT Costume	£23.00 per wk
Ceiling Mounted Bright Projector	£166.00	£362.00	CHILD Costume	£15.00 per wk
Radio Mics (x1 at Winston)	£15.00	£60.00	ACCESSORY	£8.00 per wk
Lapel Mics (x 2 at Winston)	£23.00	£75.00	DEPOSIT	£50.00
Vocal Mics (x 4 at both)	£15.00	-	<u>COSTUME HIRE: BULK</u>	
Band 10 Lighting and FX	£15.00		10 to 20 items	£115 / £57 per subsequent wk, deposit £100
Band 20 Lighting and FX	£30.00			
Band 30 Lighting and FX	£45.00		21 to 50 items	£149 / £75 per subsequent wk, deposit £150
Band 40 Lighting and FX	£60.00			
Band 50 Lighting and FX	£75.00		51 to 100 items	£224 / £112 per subsequent wk, deposit £200
Band 70 Lighting and FX	£105.00			
Consumables	POA		101 to 200+ items	£447 / £224 per subsequent wk, deposit £250
Portable Video/Data Projector	£113.00			
Photocopies (each)	£1.00			