



SPACE HIRE COSTS: COMMUNITY USE 2026-27

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 31/03/2027. 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.

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	£100.00	£182.50	£141.50	£262.00
	30+ hours hire. Includes supervising tech only	£66.50	£74.00	£83.50	£93.00
COMPASS Stage, Dressing Rooms, Auditorium and non-exclusive use of Foyer and Bar	4 to 29 consecutive hrs, incl. supervising tech only	£89.50	£102.00	£112.00	£129.50
	30+ hours hire. Includes supervising tech only	£62.50	£69.00	£79.00	£87.00
BARRA HALL PARK OPEN-AIR	Min. 4 hours hire, ending 30 mins before sundown.	£26.50	£33.50	£33.50	£41.50
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			
OCCASIONAL 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**		£25.00	£30.00	£29.00	£34.00
Compass Oak, Tate** or Drawing Room**		£21.00	£25.00	£23.50	£29.00
Compass Studio		£21.00	£33.50	£24.00	£39.00
Compass Auditorium Basic (with no use of dressing room, stage lights, PA, etc.) *incl one duty officer*		£71.00	£78.00	£87.50	£94.00
Winston Churchill Theatre Lounge (when theatre is not in use) *incl one duty officer*		£72.50	£79.50	£95.00	£101.50
FREQUENT 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
Minimum 6 sessions per quarter or term					
Compass Long Room**		£24.00	£29.00	£31.00	£35.00
Compass Oak, Tate** or Drawing Room**		£19.00	£23.50	£24.00	£30.00
Compass Studio		£20.00	£32.00	£24.00	£39.00
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)		£174.00		£199.00	
EXTRA CLEANING: Where hire results in excessive cleaning requirements before space can be used again.		£166.00		£265.00	
ADDITIONAL SERVICE CHARGES		LB Hillingdon Resident Hourly Rates		Non-Resident of LB Hillingdon Hourly Rates	
		Mon-Thu	Fri-Sun / Bank Hol	Mon-Thu	Fri-Sun / Bank Hol
THEATRE TECHNICIAN: LBH Staff to design, set-up or operate - or any for extra prep required outside of booking.		£25.00	£32.00	£30.00	£36.50
DUTY FoH OFFICERS: when production requires additional supervision - waived if venue is already staffed.		£25.00	£32.00	£30.00	£36.50
USHERS / STEWARDS: if hirer cannot provide. 6 wks notice required. Compass x 2, Winston x 4, BHP OAT x 3.		£10.00 per person, per hour		£19.00 per person, per hour	

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<u>MUSIC USE: PPL/PRS</u>	
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 take + VAT, <i>including</i> admission income 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 take + VAT, <i>including</i> admission income taken by hirer

Promoting Events Through LB Hillingdon Theatres

FREE advertising: Show page with image on council website, incl. booking link.

PAID advertising, £250: added to final venue booking costs and includes: Listing in e-newsletters and Hillingdon People, social media posting, print listing in Hillingdon People magazine with image.

Full details, deadlines and artwork specifications can be found at: www.pre.hillingdon.gov.uk/theatres/putting-show/3

<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 80p per ticket	15% of take + VAT, minimum £1.80 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	£0.80 + 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	£25.00 per wk
Ceiling Mounted Bright Projector	£182.50	£398.00	CHILD Costume	£17.00 per wk
Radio Mics (x1 at Winston)	£17.00	£66.50	ACCESSORY	£8.00 per wk
Lapel Mics (x 2 at Winston)	£25.00	£83.00	DEPOSIT	£50.00
Vocal Mics (x 4 at both)	£17.00	£66.50	<u>COSTUME HIRE: BULK</u>	
Band 10 Lighting and FX	£17.00		10 to 20 items	£115 / £57 per subsequent wk, deposit £100
Band 20 Lighting and FX	£33.50			
Band 30 Lighting and FX	£50.00		21 to 50 items	£149 / £75 per subsequent wk, deposit £150
Band 40 Lighting and FX	£66.50			
Band 50 Lighting and FX	£83.00		51 to 100 items	£224 / £112 per subsequent wk, deposit £200
Band 70 Lighting and FX	£116.00			
Consumables	POA		101 to 200+ items	£447 / £224 per subsequent wk, deposit £250
Portable Video/Data Projector	£125.00			
Photocopies (each)	£1.00			