

UNDERGROUND HIRE GUIDE

Looking for something a little less formal?
Welcome to **Crescent Underground**...

Introducing our brand-new performance space below ground; **Roma's Room** is an intimate, black box venue perfect for comedy, new writing, scratch nights, drama, and more. Seating an audience of up to 40 in end-on theatre style, this venue comes complete with everything you need for your pop-up performance to really make an impact on your audience.



Above ground, our **Theatre Bar** is ideal for live music, comedy, poetry readings, to name just a few. With a raised stage and cabaret seating, accommodating up to 70 (seated & standing), this is a relaxed, informal venue kitted out with all that is necessary for you and your audience to enjoy a great night out.

Read on for further information about each of our **Underground** venues and more detail about hiring **The Crescent Theatre**. If you'd like to come down and see us please get in touch and we'll be happy to arrange a viewing with you.

James Booth

Theatre Manager
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The Crescent Theatre Ltd

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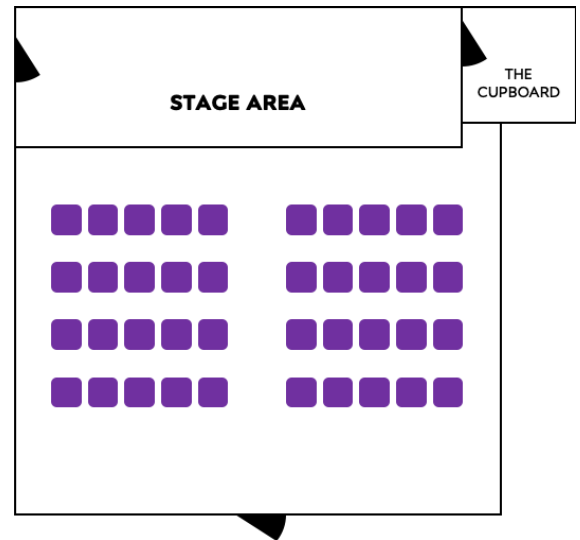
ROMA'S ROOM

Access to Roma's Room is from the foyer and down one floor via stairs or lift to the lower ground floor.

Seating is set in rows with a central aisle holding a total capacity of 40. The audience enters from the back of the space, where there is room for a merchandise table if required.

The stage is set out facing the audience entrance. Dimensions: 3.8m x 2m (WxD)

Hire of **Roma's Room** includes the use of **The Cupboard** as dressing and/or wing space. **Dressing Room 4** can be booked at an additional cost of £25.00+VAT (subject to availability, should you need more space).



Lighting is included in the form of the standard rig, which may be refocused as necessary but must be returned by the end of the night.

The rig consists of:

- 2 x Open white front lights
- 4 x LED side lights
- 1 x Centre spot

Sound is included in the form of our House PA, consisting of:

- Soundcraft Notepad 102 mixing desk located at rear of audience seating.
- 10 XLR & stereo jack inputs
- Main LR output
- 2 x speakers mounted either side of the stage
- 1 x Vocal mic
- 1 x Mic stand
- CD Player
- Mini-jack connection

Limited additional stock of XLR cable can be provided (subject to availability).

Staff included are:

- Technician on hand who can assist with setting up sound and lighting. We advise that you provide your own operators to monitor during the performance
- Front of House staff as appropriate to look after your audience (shared across all venues in performance)

We can supply an operator at additional cost, subject to availability and providing sufficient notice is given.

Additional equipment available is listed separately in the **Additional Equipment Charges**.

THEATRE BAR

Access to the **Theatre Bar** is from the foyer and up one floor via stairs or lift to the first floor.

Seating is arranged in cabaret style as standard with total seated and standing capacity of 70.

The stage is elevated, one step up from the main floor, set against the window wall with blinds in place to mask the windows. Dimensions: 3.8m x 0.18m x 2m (WxHxD)



Hire of the **Theatre Bar** includes the use of the **Committee Room** as a dressing/band room.

Lighting is included in the form of the standard rig, which may be altered as necessary and must be returned by the end of the night.



The rig consists of:

- 2 x Open white front lights
- 2 x Purple back lights
- 1 x Centre spot

Sound is included in the form of our house PA, consisting of:

- Soundcraft 328XD mixing desk located at rear of bar
- 16 XLR & stereo jack inputs
- Main LR output and 2 aux output
- 2 x speakers rigged each side of the stage overhead
- 2 x powered monitor speakers available for foldback
- 5 x Vocal mics
- 3 x Instrument mics
- 5 x Mic stands
- CD Player
- Mini-jack connection



Limited additional XLR, speakon and jack cable can be provided (subject to availability).

Staff included are:

- Technician on hand who can assist with setting up sound and lighting. We advise that you provide your own operators to monitor during the performance
- Front of House staff as appropriate to look after your audience (shared across all venues in performance)

We can supply an operator at additional cost, subject to availability and providing sufficient notice is given.

Additional equipment available is listed separately in the **Additional Equipment Charges**.

HIRE RATES & SELLING YOUR EVENT

Venue	Available Hours	Capacity	Layout	Ticket Price (maximum plus commission)	Hire Cost
Roma's Room	18.30 - 23.00	40	End-on	£8.00 + 8%	£40.00+VAT
Theatre Bar	17.30 - 23.00	70	Cabaret	£10.00 + 8%	£70.00+VAT

- Payment of a deposit and return of a signed contract is required in advance in order to secure any hire arrangement. Without these bookings may be cancelled without notice.
- The deposit is 100% of the hire cost. It is strictly non-refundable and non-transferable.
- The Crescent Theatre is a charity which does not rely on any external funding and as a result of this, prices quoted are non-negotiable and no further discounts will be applied to any booking.
- We do not take provisional bookings or pencil in dates. If you wish to secure your dates you must fill out an online booking form.

Box Office & Ticket Sales

We sell your tickets for you through our own dedicated Box Office to customers in person, over the phone and online through our website. Our counter and phone lines are open Monday to Saturday, and on Sundays as required for performances.

You set the ticket price up to the maximum values stated above. We make no charge to you for tickets sold through our Box Office, we just add a commission (payable by the booker) to your ticket price to cover card transaction fees and the ticketing system.

The Box Office team manages all ticket orders placed through our website/phone/counter, and your audience will be able to receive their tickets by email, post or collect them from the Box Office. You can keep up to date and will receive weekly updates of your ticket sales.

Complimentary/Guest List tickets can be printed at a cost of 15p plus VAT per ticket.

Marketing

We have a number of channels through which we can help you to market your event:

- An event and posts across our social media platforms
- Posters, flyers and digital artwork displayed around the theatre
- Inclusion in our season brochure (dependent on deadlines)

The Music Licence (PRSPPL)

An appropriate PRS form needs to be completed for every production. The appropriate rate will be applied to the final invoice.

Front of House Information

The bar will be open to the audience before your show, serving a range of alcoholic drinks, soft drinks, hot drinks, sweets, snacks and ice creams. A steward will be provided for your show and can be available to sell programmes and merchandise on your behalf, for a commission of 15%. An information or merchandise table can be provided.