



Portsmouth guildhall
RATE CARD &
MANIFESTS
2022

Table of Contents

<u>HIRE RATE CARD</u>	<u>3</u>
<u>CREW COSTINGS</u>	<u>4</u>
<u>SEATED EVENTS MANIFEST</u>	<u>5</u>
<u>STANDING EVENTS MANIFEST</u>	<u>7</u>
<u>STANDING (STALLS ONLY) EVENTS MANIFEST</u>	<u>8</u>
<u>SEATING PLAN</u>	<u>9</u>

Hire Rate Card

Rental:

A room hire for the sum of £5,500 + VAT

Included in the Venue Hire:

- One venue technical staff from load in to load out
- All Box Office personnel
- All Front of House and Event Management personnel
- Basic PA for circle coverage
- Stage Wash Lighting from FOH
- Bus parking and power
- Wireless broadband

Rechargeable costs not included in the venue hire:

- Local advertising - £450 (automatically placed by the venue unless agreed otherwise)
- Ticket printing - £0.10 per ticket issued
- Restoration levy - £2.25 per agent ticket
- PRS – recharged at the current applicable rate
- Security - £85 per operative (minimum 5 hrs) + £16 per hour thereafter
- Backstage security - £16 per hour - provided from load in until load out
- Stewarding services - £50 per operative per show (stewarding services will replace some SIA security costs)
- First aid - £100 per operative (minimum 4 hours) + £22.50 per hour thereafter
- House lighting Rig - £350
- Streaming package - £595
- Full House FOH PA system - £350
- 4 Way monitor Package - £350
- Lost keys - £12 each
- Lost towels - £12 each
- Towel hire/laundry - £1.80 each
- No interval fee - if the event does not include an interval for a minimum of 20 minutes the Hirer shall pay the Resident Trust an additional fee of £1,800
- Filming fee - £600 subject to agreement with Resident Trust
- Pre-show facility fee (VIP, meet and greets etc.) - £100
- After show facility fee (Harlequin or Café Bar) - £200
- Load in before 7am - £180
- Merchandise Commission - £350 vs 20% of sales, whichever higher
- Programme Commission – 25% of sales
- Excessive clean up – up to £400 / £150 for use of confetti

All prices excluding VAT

Please note that cash advances are not available from the venue

AGENT ALLOCATIONS / PROMOTER HOLDS

Our box office is powered by Ticketmaster and in accordance with our contract they must sell 75% of tickets.

CREW

Crew services

FEE	SERVICE (PER HEAD)	BASED ON
£30	Crew Boss	In and Out
£90	Load In	5hr Call
£90	Load Out	5hr Call
£17	Stop On Per Hour	Min 5hr Call
£30	Crew Travel	Per Show
£90	Show Call	4hr Call
£350	MOJO Barrier	Per Show
£200	Runners	10hr call - £20ph & fuel costs thereafter
£170	Catering Assistant	10hr call - £17ph thereafter
Per hour	Wardrobe Assistant	£18ph
£200	Mini Bus Hire	Per Day

Rigger services

FEE	SERVICE (PER HEAD)	BASED ON
£420	Up Rigger	Per Day
£360	Ground Rigger	Per Show

Other

FEE	SERVICE (PER HEAD)	BASED ON
£275	House Electrician	Per Day
£90	Piano Tuner	Per Show

All prices excluding VAT

Seated events manifest

Full capacity of main hall for seated music events

2,009 for seated music events

1,917 sellable capacity

Blocked seats/ holds/ losses:

Stalls

Total stalls sellable capacity after maximum losses/holds	822
Big mixer desk	54
Row S – U, seats 16-33	
- Mid mixer desk S, T, U 19-30	36 seats
- Small mixer desk T, U 22-27	12 seats
Total maximum losses	54

Upper stalls

Total stalls seats	413
Total upper stalls seats and sellable capacity	387
Wheels & Helpers + Wheelchair Losses (5 Wheelchair sellable) (5 Wheelchairs on sale, 5 x Complimentary Companions, 21 x wheelchair losses)	
Restricted view: 11 seats (included in capacity)	
- Row AA, seats 19-29	
Total maximum losses	26

Circle

Total circle seats	586
Total circle sellable capacity after maximum losses/holds	574
Front Circle	288
Rear Circle Seated events	298

Press	4
Circle Row E, seats 17-20	
House/Management	8
Circle Row E, seats 21-18	
Total maximum losses	12

Side Circle

Total side circle seats	68
Total side circle sellable capacity after maximum capacity	134
Restricted view: 32 seats (included in capacity)	
Row AA, seats 15-18	
Row BB, seats 14-17	
Rows CC – DD, sets 13-16	
Row EE, seats 15-18	
Row FF, seats 14-17	
Rows GG – HH, seats 13-16	

*Please note that some of the mixer desk/ follow spots holds may be released depending on the artist's technical requirements.

STANDING events manifest

Full capacity of main hall for seated music events

2,500 for STANDING/SEATING events

2,483 sellable capacity

Blocked seats/ holds/ losses:

Stalls

Total standing	1780
Total sellable capacity after maximum losses/holds	1775
Wheelchairs & Helpers (5 x Wheelchairs on sale, 5 x Complimentary Companions)	5

Upper stalls

Not on sale

Circle

Total circle seats	586
Total circle sellable capacity after maximum losses/holds	574
Front Circle	288
Rear Circle Seated events	298
Rear Circle standing events	282
Press	4
Circle Row E, seats 17-20	
House/Management	8
Circle Row E, seats 21-18	
Total maximum losses	12

Side Circle

Total side circle seats	134
Total side circle sellable capacity after maximum capacity	134
Restricted view: 32 seats (included in capacity)	
Row AA, seats 15-18	
Row BB, seats 14-17	
Rows CC – DD, sets 13-16	
Row EE, seats 15-18	
Row FF, seats 14-17	
Rows GG – HH, seats 13-16	

STANDING (Stalls Only) events manifest

Full capacity of main hall for seated music events

1,780 for seated music events

1,775 sellable capacity

Blocked seats/ holds/ losses:

Stalls

Total standing	1780
Total sellable capacity after maximum losses/holds	1775
Wheelchairs & Helpers (5 x Wheelchairs on sale, 5 x Complimentary Companions)	6

Upper stalls

Not on sale

Circle

Not on sale

Side Circle

Not on sale

Seating Plan

