



THE BOX
Portsmouth guildhall
RATE CARD &
MANIFESTS
2022

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Hire Rate Card

Rental:

A room hire for the sum of £2,000 + VAT

Standing Capacity of 800

Included in the Venue Hire:

- One venue technical staff from load in to load out
- load in and load out crew (capped at £200)
- All Box Office personnel
- All Front of House and Event Management personnel
- Security personnel (capped at £500)
- First Aid provision
- Venue FOH P.A System
- Full Stage house lighting rig
- Front of stage mojo Barrier
- Bus parking and power
- Wireless broadband
- Ticket Printing

Rechargeable costs not included in the venue hire:

- Local advertising - £250 (automatically placed by the venue unless agreed otherwise)
- Restoration levy - £2.25 per agent ticket
- PRS – recharged at the current applicable rate
- Security over £500 - £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)
- Streaming package - £595
- 4 Way monitor Package - £350 (must be booked in advance)
- Lost keys - £12 each
- Lost towels - £12 each
- Towel hire/laundry - £1.80 each
- 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 - £100
- Programme Commission – 15% of sales
- Excessive clean up – up to £400 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
£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
£420	Up Rigger	Per Day
£360	Ground Rigger	Per Show

**IF CREW NUMBERS ARE AMMENDED OR CANCELLED
LESS HAN 24 HOURS BEFORE LOAD IN, THE FULL
AMOUNT QUOTED FOR THE DAY WILL BE CHARGED**

Other

FEE	SERVICE (PER HEAD)	BASED ON
£275	House Electrician	Per Day
£90	Piano Tuner	Per Show
£350	4 way monior mix	Per Show
£ 595	streaming/filming package	Per Show

All prices excluding VAT

Venue Plan

