

Hirer's Information Pack

April 2009

the
Lights
andover

The Lights is a professional arts and entertainment venue located in the heart of Andover, Hampshire.

The Lights is the hub of creative activity for the Andover area offering an arts related education and training programme, as well as hosting community group performances, exhibitions & gigs.

"Suitable for anything from a board meeting to an annual ball"

This pack is designed to assist you in selecting the right space, layout, catering or even AV equipment for your booking with us here at the Lights. On the following pages you'll find all the information that you might need to make your time here with us as enjoyable as possible.



www.thelights.org.uk



The Lights, West Street, Andover, Hampshire SP10 1AH

Box Office 01264 368368

Operations 01264 368835

Fax 01264 338719

music

theatre

comedy

dance

education

conferencing

The Lights Andover is owned and managed by Test Valley Borough Council and supported by Hampshire County Council

Introduction

The Venue offers 2,000 square metres of flexible space featuring 4 different function rooms, the main auditorium and the large arena hall, perfect for large events, performances in the round, themed exhibitions, or when the lights change, a place to relax in a more intimate, cabaret style environment. The Lights also offers a free WiFi connection throughout the Venue, enabling laptop users to be online either in a meeting room, in the café/bar or relaxing outside on the decking. With the use of lights, canopies, an atrium, outside decking and landscaping it's the place to meet friends and colleagues, be entertained, and get creative!



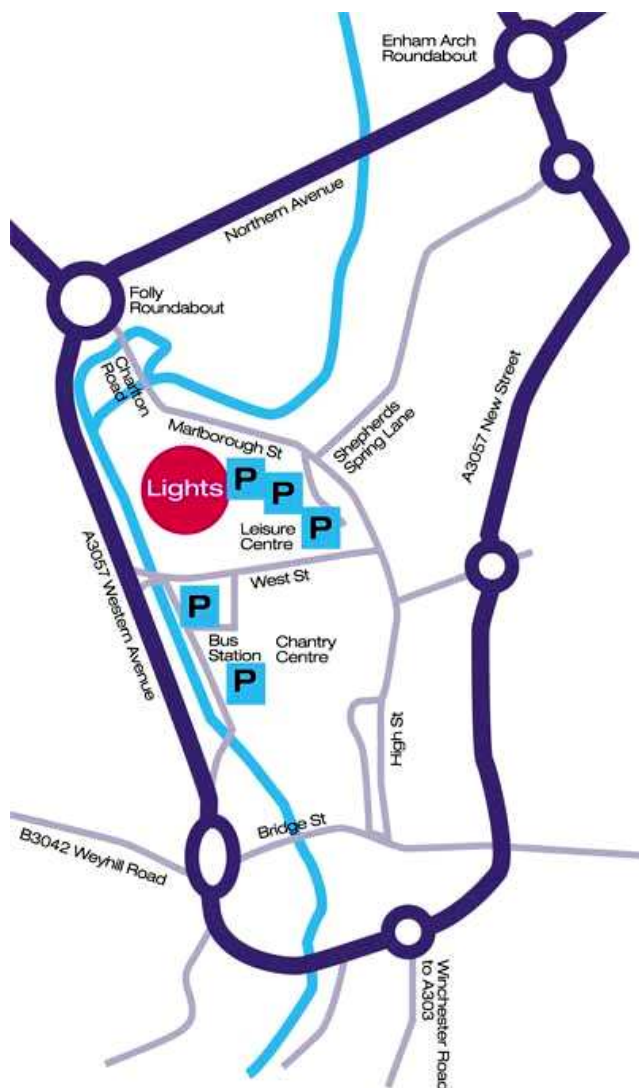
Directions and Parking

By Foot

The Lights is situated a two minute walk from the main town centre or a ten minute walk from Andover Rail station.

By Road to Andover

As the main route from London to the West Country and from Southampton to Oxford and the north, Andover is particularly easy to get to. Situated on the A303 and within easy reach of the M3 and M4.



Public Parking around the Theatre

There are five public parking areas within 400 metres of The Lights.

The Chantry Centre multi-storey Car Park

Marlborough Street - free parking after 4pm

Lidl's (opposite Bus Station) - free parking after 6pm

AMC Building (adjacent to the Leisure Centre) - after 6pm and weekends only

Andover College - limited parking available.

£1 charge for all day.

By Rail to Andover

Andover is conveniently situated on the main London Waterloo to Exeter railway line.

Disabled Parking

There are 6, non-reserveable bays for disabled drivers, roughly 50 metres from the Theatre.

If you're having trouble locating us please call us and we'll direct you. Box Office: 01264 368 368

Ratecard and Room Specifications (includes VAT at 15%)

There are 2 types of rates for hiring, the Community rate which applies to local clubs and societies, churches and schools as well as registered charities, and the Organisation rate which applies to businesses and private hirings. If in doubt as to which rate applies to you please call for clarification.

Board Room 8 x 4m This room is suitable for Board meetings or presentations. With a 5 metre walnut table and leather chairs it is our most corporate meeting room.
For 6-12 people

	Community Rates	Organisation Rates
4 hours	£69	£115
8 hours	£117	£200
12 hours	£155	£256

Conference Room 10 x 8m Suitable for conferences, seminars, meetings, presentations

Board Room style: 16-20
Café style: 30-36
Theatre style: 36-40

	Community Rates	Organisation Rates
4 hours	£78	£129
8 hours	£135	£226
12 hours	£176	£293

Studio 1 10 x 8m Suitable for meetings, workshops, rehearsals, classes

Board Room style: 24-30
Café style: 36-40
Theatre style: 46-50

	Community Rates	Organisation Rates
4 hours	£94	£161
8 hours	£171	£267
12 hours	£213	£347

Dance Studio 10 x 8m Suitable for Dance rehearsals, classes and performances
up to 30-40 dancers

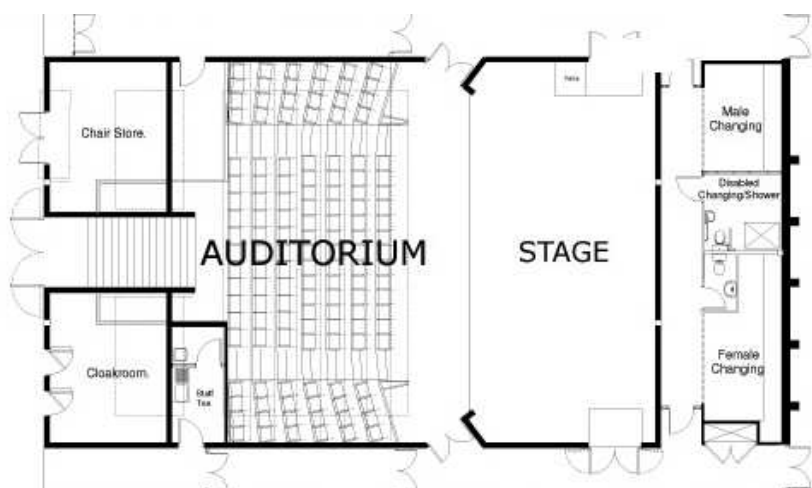
	Community Rates	Organisation Rates
4 hours	£94	£161
8 hours	£171	£267
12 hours	£213	£347

AV Equipment (excludes VAT at 15%)

Additional equipment may be hired for meetings at the following rates:

Additional Dressing Room	£34.00	per 4 hours
Technical Services	£50.00	per 4 hours
Laptop, Projector & Screen	£110.00	per day or part thereof
Yamaha C7 Grand Piano	£75.00	includes moving & tuning
TV/DVD/Video	£30.00	per day or part thereof
Screen only	£25.00	per day or part thereof
Radio Microphone	£15.00	per day or part thereof
Lectern	£10.00	per day or part thereof
Flipcharts	8.00	per day or part thereof

Auditorium and Arena Ratecard and Specifications (includes VAT at 15%)



Auditorium (including Dressing Rooms and Green Room) 25 x 14m

Suitable for Performances and Rehearsals,
Large Seminars or AGM's

Capacity: 242 fixed seats of which
33 are large Pullman style seats
(including 8 wheelchair spaces)

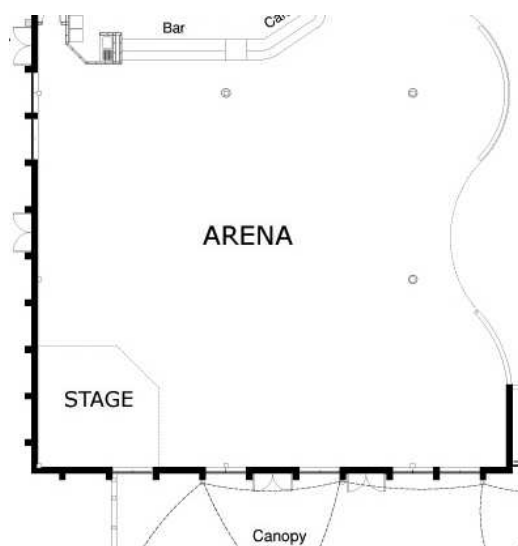
The Dressing rooms are directly behind the
Stage and allow for quick access to from
the Stage left or Right double doors.

For a more Technical guide to the Auditorium, go to our website www.thelights.org.uk
and search under "Hiring us" and then "Auditorium & Green Room" for a full Pdf (903k).

The Green Room is
provided free with the
hire of the Auditorium.

	Community Rates	Organisation Rates
4 hours	£294	£482
8 hours	£382	£641
12 hours	£576	£963

Arena 20 x 18m



Suitable for Banquets, Balls,
Dances, Standing Gigs

Capacity: 200 seated or
500 standing



As with the Auditorium, the Arena is equipped with its own
Lighting and Sound system which can be adjusted to suit your
particular requirements. Also with a 5 x 5m stage the Arena is
perfect for Awards ceremonies, Business presentations or
large scale exhibitions.

	Community Rates	Organisation Rates
4 hours	£200	£313
8 hours	£257	£399
12 hours	£284	£457

Please note that as an independent Coffee Shop operates within the Arena, it is essential that you give consideration to this when planning your event, including set-up, timings etc as in exceptional circumstances it may be necessary to charge an 'interruption of business' fee.

Terms and Conditions of Hire

Auditorium Hire

1. For hires that include stage lighting and sound, a member of The Lights technical staff will be on duty to supervise the event. At least one member of the technical staff will be on duty at all other times that the theatre is in use. Their role is to assist in the running of your event and to ensure that safe working practices are adhered to at all times.
2. The technical facilities of the theatre are set out in the technical guide. Any additional equipment that you may require can be hired in and the cost added to the hire charge. Please discuss your requirements and the charges with the Technical Officer.
3. If you require 13 amp extension leads for electrical equipment you are using, or specialist leads for AV or other materials, you must provide your own.

Deposits

1. For weekly hires a deposit of 10% is required, for all other bookings a £50 deposit will be required.
2. If the hirer wishes to cancel for any reason, the following charges will apply:
 - Less than 1 months notice – whole charge is payable
 - 1 – 3 months notice – 50% of hire charge is payable
 - 3 – 6 months notice – deposit will be retained
 - over 6 months notice – no charge
3. If The Lights has to cancel a hiring through circumstances beyond its control, no charge will be made nor any payment made in respect of any work the hirer might have done in relation to the event.

Front of House

For conference and other use of the auditorium, please discuss your catering and drinks requirements with the Venue Director.

VAT

Certain hire charges are subject to VAT at the prevailing rate, and costs quoted will have VAT added to them. If you are not VAT registered, please remember to add the 15 %.

Health and Safety

1. All electrical equipment brought into the venue must have PAT pass certificates.
2. Hirers must take all reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions, omissions or the use of the company's equipment, within the guidelines of the health and safety acts. A copy of The Lights full safety policy is obtainable upon request.
3. All doors, exits and signs must be left clear of obstruction.
4. The Lights is a no-smoking venue.
5. The Lights reserves the right to refuse admission to or remove from the premises, any person considered a danger to the safe operation of the venue.

Timing

1. Please ensure that the time you book is adequate for all your preparations, the actual event and the clearing up afterwards.
2. Over-running on a room hire will be charged at the normal, full hourly rate during the venue's normal opening hours.

Additional charges

1. All Auditorium and Arena hires that require full technical support will be subject to a compulsory charge of £50 per 4 hours.
2. All coffee and catering is to be provided through The Lights.
3. Over running on a room hire will be charged at the normal, full hourly rate during the Theatre's normal opening hours.

Sample Menus

Spotlight Menu One (Working lunch) £6.10 per head + VAT

- Platters of freshly made sandwiches including ham, cheese, egg, tuna
- All with varying accompaniments
- Selection of savoury nibbles
- Selection of sweet traybake cakes
- Basket of seasonal fresh fruit
- Pitchers of fruit juice

Served with disposable plates, cups & napkins

Spotlight Menu Two £7.75 per head + VAT

- Platters of freshly made sandwiches including ham, cheese, beef, turkey, hummus with varying accompaniments
- Savoury pastries
- Selection of savoury nibbles
- Selection of sweet traybake cakes
- Basket of seasonal fresh fruit
- Pitchers of fruit juice

Served with disposable plates, cups & napkins

Spotlight Menu Three £9.50 per head + VAT

- Platters of freshly made sandwiches including ham, beef, turkey, smoked salmon, soft cheese and grapes with varying accompaniments
- Prawn pockets with sweet chilli dip
- Mini pancake rolls
- Savoury crostini – smoked salmon & cream cheese, blue cheese, pate
- Selection of savoury nibbles
- Sweet pastries
- Basket of seasonal fresh fruit
- Pitchers of fruit juice

Served with chinaware, glassware & disposable napkins

Spotlight Continental Breakfast Menu £6.75 per head + VAT (minimum 30)

- Fruit juice
- Selection of croissants, pain au raisin, Danish pastries
- Butter / Conserves
- Freshly brewed Coffee/Tea (complimentary refills)

Spotlight Afternoon Tea Menu £4.50 per head + VAT

- Selection of freshly made sandwiches
- Selection of home made cakes and sweet traybakes
- Freshly brewed Tea / Coffee (complimentary refills)

Tea and Coffee	£1.60 per head + VAT
Tea and Coffee and Juice	£2.20 per head + VAT
Tea and Coffee and Biscuits	£2.30 per head + VAT
Tea and Coffee and Juice and Biscuits	£2.80 per head + VAT

Please Note: A non-returnable 50% deposit will be required upon confirmation of booking. Full and final settlement to be paid 5 days prior to event along with confirmation of numbers.

Coffee Carousel



01264 368 849

If you can't find a menu to your taste why not call us to discuss one for you

The Lights Booking Form

Please note this booking form should only be completed after a verbal booking has been made with a member of The Lights team.

Please return completed form no later than 4 weeks prior to the date of your booking, with deposit cheque attached, to: The Operations Manager, The Lights, West Street, Andover, SP10 1AH

Company or Group/Society			
Contact			
Position			
Address & Postcode			
Telephone			
Email			
Title of hiring / event			
Expected numbers Please note capacity of rooms			
Please indicate the required part(s) of the Lights that you'd like to hire	Space / Room	Tick box below	
	Board Room		
	Conference Room		
	Studio 1		
	Dance Studio		
	Auditorium		
	Arena		
Date(s) required			
Time required (Please ensure the time requested is adequate for all preparations, the actual event and the clearing up afterwards)	Start Time	End Time	
Room layout required (please tick required box)	Board Room style		Horseshoe style
	Café style		Theatre style
Equipment required (please tick required box)	EQUIPMENT	COST (ex VAT)	REQUIRED
	Flip chart	£8.00	
	TV/DVD/Video	£30.00	
	Laptop, Projector, Screen	£110.00	
	Screen	£25.00	
Drinks requirement and timings			
Food requirement and timings			
I agree to the stated terms and conditions	Signed:		
Total cost: £	Deposit attached £(Cheques made payable to The Lights)		