

# Hirer's Information Pack

Prices for April 2011 to March 2012

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.

This pack is designed to assist you in selecting the right space, layout, catering or AV equipment for your booking with us here at the Lights.

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. 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!



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

**Box Office 01264 368368**

**Operations 01264 368835**

**Fax 01264 338719**

music

theatre

comedy

dance

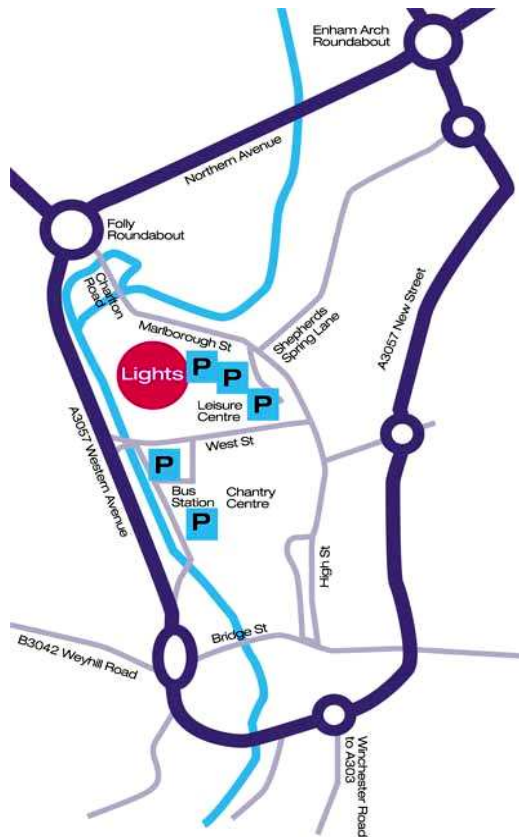
education

conferencing

## Directions and Parking

**By Foot** The Lights is situated a 2 minute walk from the main town centre or a 10 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 four public parking areas within 400m of The Lights.

The Chantry Centre Car Park, which is locked after 10pm

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

### By Rail to Andover

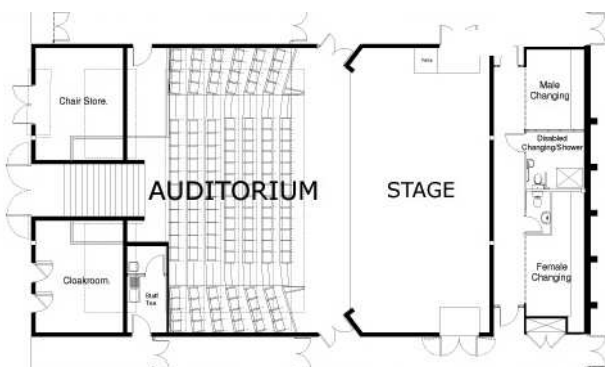
Andover is conveniently situated on the main London Waterloo to Exeter railway line.

### 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 on 01264 368368 and we'll direct you.

## Auditorium Ratecard & Specifications (excludes VAT – net price)



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

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.

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

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



	Community Rates	Business Rates
<b>4 hours</b>	£271.75	£445.51
<b>8 hours</b>	£353.09	£592.48
<b>12 hours</b>	£532.41	£890.11

**Sunday Hire  
(Additional)**

**+£150.00**

**+£200.00**

## Ratecard and Room Specifications continued (excludes VAT – net price)

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 of meeting room.

For 6-14 people

	Community Rates	Business Rates
<b>4 hours</b>	£63.78	£106.30
<b>8 hours</b>	£108.14	£184.86
<b>12 hours</b>	£143.26	£236.63

### 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	Business Rates
<b>4 hours</b>	£72.10	£119.24
<b>8 hours</b>	£124.78	£208.90
<b>12 hours</b>	£162.67	£270.82

### Studio 1 10 x 8m

Suitable for meetings, workshops, rehearsals, classes

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

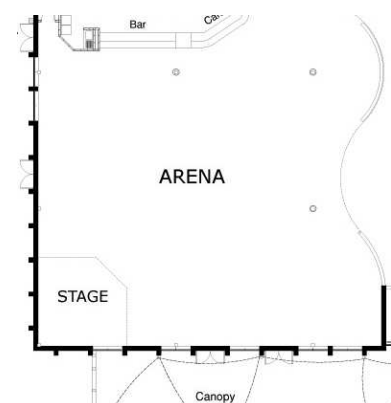
	Community Rates	Business Rates
<b>4 hours</b>	£86.88	£148.81
<b>8 hours</b>	£158.06	£246.79
<b>12 hours</b>	£196.88	£320.74

### Dance Studio 10 x 8m

Suitable for Dance rehearsals, classes and performances for 30-40 dancers

	Community Rates	Business Rates
<b>4 hours</b>	£86.88	£148.81
<b>8 hours</b>	£158.06	£246.79
<b>12 hours</b>	£196.88	£320.74

### 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	Business Rates
<b>4 hours</b>	£184.86	£289.31
<b>8 hours</b>	£237.55	£368.81
<b>12 hours</b>	£262.51	£422.41

**Sunday Hire (Additional) +£150.00 +£200.00**

**Please note** that there may be an additional charge for Arena events, a re-set fee of **£50.00** depending upon your type of hiring.

## AV Equipment (excludes VAT – net price)

Additional Dressing Room	£31.43	per 4 hours
Technical Services	£52.60	<b>per 4 hours</b>
Laptop, Projector & Screen	£113.52	per day or part thereof
Yamaha C7 Grand Piano	£77.40	includes moving & tuning
TV/DVD/Video	£30.96	per day or part thereof
Screen only	£30.96	per day or part thereof
Radio Microphone	£15.48	per day or part thereof
Lectern	£10.32	per day or part thereof
Flipcharts	£ 8.26	per day or part thereof
Laptop (for Arena or Auditorium)	£40.00	per day or part thereof
Projector (for Arena or Auditorium)	£40.00	per day or part thereof

## 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 Technician.
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 20.0 %.

### 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 set-up, the actual event and the clearing up.
2. Over-runs on room hire will be charged at the normal, full hourly rate during the normal opening hours.

### Additional charges

1. All Auditorium and Arena hires that require full technical support is subject to a compulsory charge of £52.60 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

### Menu One £6.00 each + VAT

- Assorted Sandwiches
- Mini Quiche
- Crudities / Dips
- Kettle Crisps
- Cocktail Sausages
- Cocktail Sausage Rolls

### Menu Two £7.50 each + VAT

- Assorted Sandwiches
- Mini Sausage Rolls
- Cocktail Yorkshire Puddings
- Bite Size Quiche
- Chicken Satay
- Dips and Kettle Crisps
- Honey Herb Sausages

### Menu Three £9.00 each + VAT

- Marinated Mediterranean Olives
- Parmesan Cheese Straws
- Sundried tomatoes pesto palmiers
- Honey Mustard Drumsticks
- Mange Tout wrapped King Prawns
- Ham & Mustard Mini Croissants
- Mini Chicken Caesar Croustades
- Feta Cheese & Cherry Tomato Skewers

### Drinks (all are subject to VAT)

Tea / Coffee	£1.75 per head
Tea / Coffee / Juice	£2.20 per head
Tea / Coffee / Biscuits	£2.20 per head
Tea / Coffee / Pastries	£2.95 per head
Bottle Still Water	£1.00 per head
Bottle Sparkling Water	£1.20 per head
Juice	£0.60 per head
Cordial	£.045 per head
Wine (Red or White)	£3.00 per head

### Arena Café Bar 01264 368849

If you can't find a menu to your taste why not call us.

Please let us know of any **allergies or intolerances**, such as wheat or nuts and we'll be happy to provide an alternative for your hiring.

## 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

<b>Company or Group/Society</b>				
<b>Contact</b>				
<b>Position</b>				
<b>Address &amp; Postcode</b>				
<b>Telephone</b>				
<b>Email</b>				
<b>Title of hiring / event</b>				
<b>Expected numbers</b> Please note capacity of rooms				
<b>Please indicate the required part(s) of the Lights that you'd like to hire</b>	<b>Tick which room you'd like</b>			
	Board Room	Conference Room		
	Studio 1	Dance Studio		
	Auditorium	Arena		
<b>Date(s) required</b>				
<b>Time required</b> (Please ensure the time requested is adequate for all preparations, the actual event and the clearing up)	<b>Start Time</b>	<b>End Time</b>		
<b>Room layout required</b> (please tick required box)	Board Room style	<input type="checkbox"/>	Horseshoe style	<input type="checkbox"/>
	Café style	<input type="checkbox"/>	Theatre style	<input type="checkbox"/>
<b>Equipment required</b> (please tick required box)  Both our Board Room & our Conference Room have a Screen and Projector included <b>Free of Charge</b>	<b>EQUIPMENT</b>	<b>COST (Ex VAT)</b>	<b>REQUIRED</b>	
	Flip Chart	£8.00	<input type="checkbox"/>	
	TV / DVD / VHS unit	£30.00	<input type="checkbox"/>	
	Arena Screen (7.5 x 10ft)	£30.00	<input type="checkbox"/>	
	Laptop only	£40.00	<input type="checkbox"/>	
	Projector only	£40.00	<input type="checkbox"/>	
	Laptop, Projector, Screen	£110.00	<input type="checkbox"/>	
<b>Drinks requirement and timings</b>				
<b>Food requirement &amp; timings (including any special dietary requirements you have)</b>				
<b>I agree to the stated terms and conditions</b>	<b>Signed:</b>			
<b>Room hire cost: £.....</b> <b>Catering cost: £.....</b>	<b>Deposit attached £ .....</b> (Cheques made payable to The Lights)			