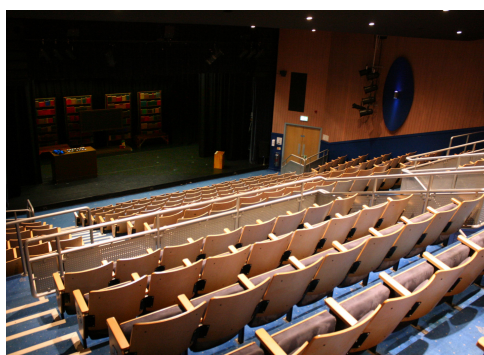


HIRERS INFORMATION PACK

WWW.THELIGHTS.ORG.UK

01264 368368

INFORMATION AND PRICES FOR
APRIL 2023-MARCH 2024



HIRING THE LIGHTS

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 a busy arts programme, as well as hosting community group performances, exhibitions, gigs classes and workshops.

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. It is 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 is the place to meet friends and colleagues, be entertained, and get creative!

DIRECTIONS AND PARKING

FIND US

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:

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.

BY RAIL:

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

PARKING

There are 4 public parking areas close to The Lights:

The Chantry Centre Car Park (locked after 11pm)

Marlborough Street free parking after 4pm and on Sundays

West Street free parking after 4pm and on Sundays

Anton House pay and display. Free after 6pm weekdays and as pay & display during the day, and at weekends.

DISABLED PARKING

Visitors may drive to the front entrance to drop off disabled passengers. Disabled parking can be found in West Street car park.



A multi-purpose venue that is the major focus for creative activity in Andover, a place in which to meet, do business, learn and have a good time..... welcome to The Lights.

Auditorium

Dimensions: 25 x 14m

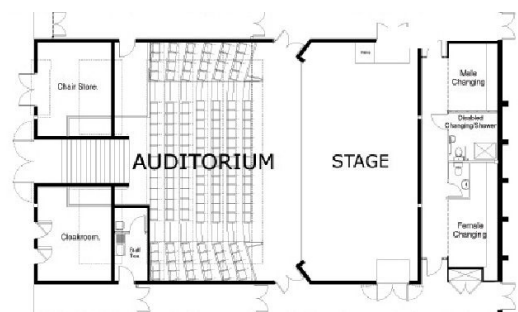
Use of Auditorium includes Dressing Room and Green Room

Suitable for performances and rehearsals, large seminars or AGM's

Capacity: 249 fixed seats of which 33 are the slightly bigger Pullman style seats, including 6 wheelchair spaces, level access front row seating which can also be removed to allocate for up to 6 wheelchairs

The dressing rooms are directly behind the stage and allow for quick access to from the stage left or right double doors (crossover)

More detailed information can be found in the Technical Guide, available upon request



Duration	Community Rate	Business Rate
4 Hours	£335	£560
8 Hours	£435	£730
12 Hours	£660	£1085
Additional Cost for Sunday Hire	£160	£212

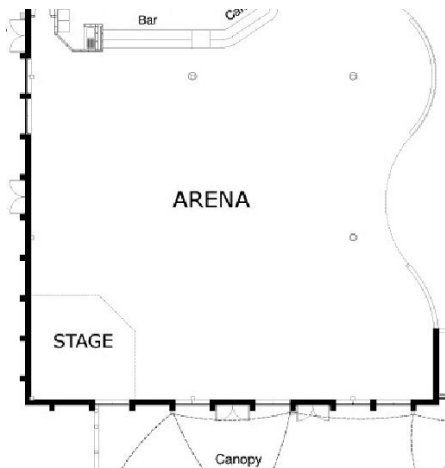
Arena

20 x 18m Suitable for banquets, balls, dances, standing gigs.

Capacity: 200 seated for dining or 350 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.

Please note that there may be an additional charge for Arena events, please enquire. More detailed information can be found in the Technical Guide, available upon request



Duration	Community Rate	Business Rate
4 Hours	£230	£360
8 Hours	£300	£450
12 Hours	£330	£520
Additional Cost for Sunday Hire	£160	£212

AV Equipment

Product	Duration	Community Rate	Business Rate
Additional Dressing Room	Per 4 Hours	£40.00	£40.00
Technical Services	Per 4 Hours	£65.00	£65.00
Laptop, Projector & Screen	Per day or part thereof	£140.00	£140.00
Yamaha C7 Grand Piano (inc. Tuning)	Per day	£90.00	£90.00
Screen only	Per day or part thereof	£43.00	£43.00
Microphone (wireless, lapel) (up to four in total)	Per day or part thereof	£30.00 each	£30.00 each
Wired Microphone	Per day or part thereof	£20.00 each	£20.00 each
Lectern	Per day or part thereof	£12.00	£12.00
Flipchart	Per day or part thereof	£8.50	£8.50
Star Cloth	Per day or part thereof	£48.00	48.00
Projector (for Arena or Auditorium)	Per day or part thereof	£58.00	£58.00
Arena Café Bar	Closure for event	£200.00	£200.00
Laptop	Per day or part thereof	£47.00	£47.00
The Lights Event Manager for Arena Event	Per event	£250.00	£250.00
Mirror Ball	Per day or part thereof	£25.00	£25.00
Haze / Smoke	Per 4 hour session	£20.00	£20.00
Rostra	Per day or part thereof	£20.00	£20.00
Sunday Hire	Additional cost	£160.00	£212.00
Auditorium Weekly Hire	Sunday - 10AM-10PM Monday to Saturday 6PM-11PM	£2260.00	£2260.00
Box Office Commision	N/A	6%	10%
Credit Card Commision	N/A	3%	3%

Board Room

8 x 4m This room is suitable for Board meetings or presentations for 6-14 people.

Duration	Community Rate	Business Rate
4 Hours	£75	£125
8 Hours	£127	£217
12 Hours	£170	£280
Additional Cost for Sunday Hire	£160	£212



Conference Room

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

Layout can be:

Board room style: seats 16-20

Café style: seats 30-36

Theatre style: seats 36-40



Duration	Rate	
4 Hours	£85	£140
8 Hours	£146	£240
12 Hours	£190	£315
Additional Cost for Sunday Hire	£160	£212

Studio One

8 x 4m This room is suitable for group gatherings, workshops, choirs, some forms of dance or creative workshops for 6-14 people.

Duration	Community Rate	Business Rate
4 Hours	£100	£177
8 Hours	£185	£285
12 Hours	£233	£370
Additional Cost for Sunday Hire	£160	£212

Dance Studio 1 & 2

Dance Studio 1

10 x 8m Suitable for dance rehearsals,
classes and performances for 20+ dancers
or **Dance Studio 2** 11 x 7m



Duration	Community Rate	Business Rate
4 Hours	£100	N/A
8 Hours	£185	N/A
12 Hours	£233	N/A
Additional Cost for Sunday Hire	£160	£212

Refreshments and Catering

If you require assistance with catering then please chat to us about your requirements.

Teas, coffees, juice, water and biscuits can be pre-booked, as can pastries.

If you require a buffet lunch then this can also be arranged. Several menu options are available from our external caterers based in Andover and made fresh each day. (Minimum of 10 people)

Additionally, the venue has it's own café bar - The Atrium Café Bar, so if you wish your delegates / attendees to purchase their own refreshments, then we can accommodate this option too with a range of fresh sandwiches and delicious cakes. We can also provide a working lunch in your room, if you'd prefer.



Item	Per Head
Tea / Coffee	£1.80
Tea / Coffee / Juice	£2.20
Tea / Coffee / Biscuits	£2.20
Tea / Coffee / Pastries	£2.95
Still Mineral Water	£1
Sparkling Mineral Water	£1.20
Juice	£0.60
Cordial	£0.45
Working Lunch (Sandwich, Crisps, Mineral Water & Fruit)	£6.50

Terms and Conditions

Auditorium / Arena 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.

Auditorium / Arena Insurance

For hirer's of the Auditorium or Arena events indemnify the Council in respect of claims for damages, proceedings, costs and expenses of any description arising from the hiring of the Auditorium and take out and maintain such policies of insurance as are necessary to insure against such liability and to produce the same to the council for inspection.

The Public Liability Insurance required £5,000,000 for these hirings.

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

All hire charges are subject to VAT at the prevailing rate, and costs quoted will have VAT added to them.

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 £65.00 per 4 hours.
2. All coffee and catering is to be provided through The Lights, unless using one of our approved suppliers.
3. Over running on a room hire will be charged at the normal, full hourly rate during the Theatre's normal opening hours.

Counter-Terrorism and Security Act 2015 Section 26(1) No activity which may be construed as drawing people into terrorism is permitted to take place at this venue. Should any allegation be received, or if the Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

For information about the data we hold about you, please refer to the Privacy Statement on our website: <http://www.thelights.org.uk/visiting/the-lights-privacy-notice>