

# SJT Venue Hire

Prices correct as of April 2016. **All prices exclude VAT.**

The rates below are the commercial hire rate - a 25% discount will apply to charities and non-profit making organisations (discount applies to room hire only).



**STEPHEN  
JOSEPH  
THEATRE**  
SCARBOROUGH

## Room Hire prices

**Boden Room** Up to 50 people  
Per hour: £14.50  
Per four-hour session: £50

**Peggy Ramsay Room** Up to 12 people  
Per hour: £12.00  
Per four-hour session: £40

**Bar** Up to 100 people  
Per hour: £50.00  
Per four-hour session: £150

**Room 2** Up to 50 people  
Per hour: £25  
Per four-hour session: £90

**Room 3** Up to 20 people  
Per hour: £12.50  
Per four-hour session: £45

## The McCarthy auditorium

Performance:  
£700 per day / performance (3 x 4 hour sessions including 2 technicians & Front of House staff)

Non-performance:  
£60 per hour, minimum hire is four hours.

## The Round auditorium

Performance:  
£900 per day / performance (3 x 4 hour sessions including 2 technicians & Front of House staff)

Non-performance:  
£75 per hour, minimum hire is four hours.

Please note: room hires on Sundays will incur a surcharge to cover the cost of opening the building.

## Refreshments

Tea & coffee	£1.00 per serving
Tea & coffee & biscuits	£1.20 per serving
Orange juice	£3.00 per jug
Bottled mineral water	£1.20 per person
Danish Pastries	£1.20 per person
Fruit bowl	60p per person

Further catering options can be arranged, please contact us for details.

## Cinema Hire

### Option 1:

A private screening of any film currently playing at the SJT (minimum booking of 45 tickets) or equivalent.

### Option 2:

A film of your choice, subject to availability. From £250.

## Weddings and ceremonies

Packages start at £800 for the McCarthy and £1000 for the Round

**Includes:** Venue hire, all staffing, lights, sound and basic projection, wedding rehearsal.

**Optional add-on:** A glass of fizz and a selection of canapés for £5.50 per person (min 30 people).

## Terms & Conditions

1. Entry to the venue before 9am is by prior arrangement only, which must be 24 hours before the booked event.
2. Any technical needs of the event to be organised at least 1 week in advance.
3. Use of any Room is by permission of the Stephen Joseph Theatre (SJT) who reserves the right to refuse any booking or admission at their discretion.
4. By confirming the booking verbally, by email or by letter, the Client has agreed to the terms and conditions of the booking.
5. There will be no cancellation charge up to 1 week prior to the booked event, after this full payment for the room hire and any ordered goods must be paid in full.
6. The Client acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the Client and/or guests and that the Client is responsible for insuring such property and accordingly. The SJT excludes liability for losses.
7. The Client shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of Management and with all applicable laws and regulations. The SJT reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, the Room or the premises of the SJT.
8. A deposit may be required in some instances.
9. Any access needs, dietary requirements or special requests should be made clear at the time of booking.
10. The SJT reserve the right to change the location of the venue (within the building) should circumstance require it.
11. If for any reason beyond the control of the SJT an event may be cancelled with no liability of any nature. In no event shall the SJT be liable for consequential damages of any nature for any reason whatsoever.
12. The SJT reserves the right to cancel the booking forthwith and without any liability on its part in the event of the Client failing to perform any of the obligations contained within these terms and conditions
13. The SJT does not endorse or support the meeting programmes and/or content of any external function held its premises.
14. The use of the SJT logo or any other branding by external organisations is not allowed. Permission is required for all photographs, filming and videotaping within the SJT's premises.
15. The Client shall not sub-let the hired rooms or any part thereof without written consent from the SJT.
16. The details of the client will be held by the SJT for use by its accounts department for maintaining proper records and by the Events Office for marketing purposes. It will not be passed onto any third parties.
17. The client will be invoiced after the event has taken place. We allow 14 days credit from the date of invoice for settlement by cash, cheque or bank transfer.