

The
ARTS CENTRE
Hounslow

Venue Brochure

& rates

Rates valid until: Dec 2022

Table of Contents

Introduction	3
Contact	3
Services	4
Our spaces	5
Dance Studio	5
Paul Robeson Theatre	5
Types of hire	6
Standard Hire	6
Package Hire	6
Recurring Hire	7
Bespoke Hire (All 50+ patron events)	7
Key Hire information	7
Access	7
Ticketing	7
Ushering	7
Catering	8
FAQs	8
Rates & Charges	9
Standard Terms of Service	11

Introduction

Choose The Arts Centre, *Hounslow* for your next event, where community thrives, art connects, and performance inspires.

The Arts Centre is a fully functioning professional theatre, set within the treaty shopping centre with great access and car parking.

From informal meetings, training sessions and private functions, to exhibitions, conferences and performances, our first class customer service and expertise in event management will ensure your event is a success.

The venue features a large fully equipped theatre with projection capabilities and optional tiered seating, a fully licensed and well stocked eco-bar, a flat floor dance studio with double ballet bars, mirrored walls and harlequin dance floor and a smaller community room. Free WiFi is available throughout the venue.

Our website has the most up to date information on our hireable spaces, along with photos and a modern easy to use online booking system.

www.TheArtsCentre.co.uk

If you have questions or wish to book in person please get in contact. You can also [arrange a chat](#) with our team via our website.

Contact

Our Address

The Arts Centre, The Treaty Shopping Centre, High St, Hounslow TW3 1ES

Phone

+44 (0)20 7947 9263

Email

hello@theartscentre.london

Services included with all bookings

Marketing Support

Inclusive of your hire we can assist in the following ways with marketing;

Poster Display - Printed **PORTRAIT** A4, A3 & A0 poster display throughout the Arts Centre, Treaty Shopping Centre & Car Park. While we aim to offer spaces freely and fairly to all our clients, we cannot always guarantee there will always be availability. The longer the run-in time, the more likely we can display posters.

All posters must conform with our marketing standards and include The Arts Centre & Treaty Shopping Centre's Logos. All artwork must be proofed by our team prior to printing. You are responsible for all printing costs, and we cannot guarantee the return of any prints supplied to us for display.

Social Media Support— We can retweet/share any social media, simply tag us, direct message or email us.

eNewsletter – We can feature an advert in our mail out. (Additional charge) Contact us to arrange.

If you require additional marketing support we can create a bespoke marketing package to boost the reach of your event even further!

Event & Performance Ticketing

All performances and events held at the Arts Centre must be ticketed through us. We have a multi-functioning box office system and can facilitate both online, telephone and in-person ticket sales for your event. We use a digital ticket scanning system to reduce waste and give us benefits such as, up to date information on attendance for health and safety and incite on starting the event as well as additional security and ticket cloning protection.

Additional Services Available

Catering Services

A self-serve tea and coffee provision can be made available for the period of your hire.

Range of seating set-up options available

We have a range of different venue set up options, available for bespoke hires.

Technical equipment, costumes, props and set available to hire

Book technical equipment packages or solo items as 'add ons' via our website or bespoke bookings. Costumes, props & set are available to view in person. You can book an appointment via our website.

Technical Design Services

We have professional Sound & Lighting designers available to work with your team to create truly magical moments on stage.

Videography

Need a video promo or your event filmed? use our local trusted film makers.

Secure Evening Car Parking for patrons *(Parking charges still apply)*

We will coordinate with the Treaty Shopping Centre to keep the car park open outside of its standard opening hours and into the night.

Venue Ushering

We can supply ushers and manage access for your patrons throughout the performance.

Our spaces

Dance Studio

The dance studio is an excellent space to hold classes, workshops or rehearsals. It has large windows for natural light and great air ventilation. It is also a great space for meetings, talks & workshops.

Max capacity 24

What's included:

- Harlequin dance floor, mirrors and ballet bars.
- Up to 24 chairs
- 2 large rectangular tables
- Free public Wi-Fi (The Arts Centre WIFI)
- 15-minute post-hire cleaning & disinfection of the space by our team.

Terms for all Dance Studio hire

Consumption of food is not permitted in the studio. You have a 15-minute window after your hire before the next session to pack away. We provide the space, and you return it in the same condition. Hire does not include room set-up or cleaning of any mess beyond standard stated use of the space.

Paul Robeson Theatre

The Paul Robeson Festival Theatre is a large space that can be used for classes and large rehearsals or activities.

Max capacity 50 for standard hire. The auditorium can accommodate up to 300 but any booking with over 50 attendees requires a bespoke hire.

Standard Seating Plan 248 | Max capacity 300

What's included:

- Dance floor covers the full space.
- 12 large portable mirrors on wheels. (193cm H, 125cm W)
- Up to 200 chairs
- 8 large rectangular tables
- Free public Wi-Fi (The Arts Centre WIFI)
- 15-minute post-hire cleaning & disinfection of the space by our team.

Terms for all Paul Robeson Theatre hire

You have a 15-minute window after your hire before the next session to pack away. We provide the space, and you return it in the same condition. Hire does not include room set-up or cleaning of any mess beyond standard stated use of the space.

Cabaret Bar

If you are not familiar with the space we advise arranging a viewing before booking.

Half Hire

A sectioned off area in our public front of house with an optional serving counter.

Max capacity 15-25 depending on set up choice

Suitable for holding small group meet-ups or to use as a serving area alongside your event. The space comes with the use of the fridge and tea & coffee drinking facilities. Great for more public and social gatherings.

Please be aware this is a sectioned off area of a public space and as such does not have a door and can have general public noise, we don't allow amplified sound with this type of hire.

What's included:

- Use of small 10L hot water urn, 25 servings (Cups not included)
- Use of the Fridge and Microwave
- 16 chairs & 4 tables
- Free public Wi-Fi (The Arts Centre WIFI)
- 15-minute post-hire cleaning & disinfection of the space by our team.

Full Hire

Max capacity 70

The Cafe/Bar area is a large flexible area which can be transformed to fit your event. Whether you need a room for a large social meeting, a cabaret evening or exhibition, this quirky, cosy space will be the perfect venue. The space comes with the use of the fridge and tea & coffee drinking facilities.

Availability - This space is only available outside of the Treaty Centre Opening Hours (available at: <https://www.treatyshoppingcentre.co.uk/information/opening-times/>).

Please be aware this is our front of house space and retains toilet access for Dance studio users and staff.

What's included:

- Use of 26l hot water urn, 70 servings (Cups not included)
- Use of the Fridge and Microwave
- 80 chairs & 15 tables
- Free public Wi-Fi (The Arts Centre WIFI)
- 15-minute post-hire cleaning & disinfection of the space by our team.

Terms for all Cabaret Bar hire

You have a 15-minute window after your hire before the next session to pack away. We provide the space, and you return it in the same condition. Hire does not include room set-up or cleaning of any mess beyond standard use of the space.

Types of hire

Standard Hire

For all events with under 50 attendees you can book online via our website.

Please be aware for all standard hires it is the hirers responsibility to return the space as supplied, ensure there is no excessive mess, all litter is in the bins provided and furniture used is restacked or returned to its home.

Failure to do so can impede other hirers' use of the space and will incur a **£15.00** clean up and room reset charge. Overrunning is charged at 1.5x on all rates of space hire, staffing and equipment rental.

Packages

We've created well thought out packages to suit a variety of different events. From birthday celebrations to school plays each of our packages comes with everything you would need to ensure a great event at the best price. We also have packages you can add-on to additional hire such as production equipment packages and catering. **BEST VALUE!**

Recurring Hire

If you need the security of having the same space for a regular session with the flexibility of paying at the end of each month then a recurring hire agreement is for you. Perfect for running classes or regular sessions.

There are no charges for cancellation where 14 days' notice is given to terminate a recurring hire agreement or any single sessions within it. Notice should be given via email to hello@theartscentre.london

Bespoke Hire *(All 50+ patron events)*

We offer fully bespoke hire, get started with one of our team and [arrange a chat](#) via our website.

Bespoke bookings can be cancelled up to 30 days prior and will be refunded with a deduction of 10% administration charge. Notice of cancellation should be given via email to hello@theartscentre.london

Key information for hirers

Access

1. Hiring the Arts Centre does not include access via the Treaty Shopping Centre. The Treaty Shopping Centre is only open certain hours. See <http://www.treatyshoppingcentre.co.uk/information> for full opening times.
2. Unless otherwise agreed, the Treaty Shopping Centre public car park will only remain open outside of its standard operating hours for [PCF hires. \(Performance, Conference & Filming\)](#)
3. If you are hiring the Arts Centre outside of the Treaty Shopping Centre opening hours for non-performance hire, then patrons must access the Arts Centre using our 'Night Entrance' which is located off the high street opposite Barclays Bank. This entrance is secured by an access control point which will be managed by the duty manager.
4. All hirers should familiarize with our online access information and are responsible for advising their own patrons of this information. See <http://www.theartscentrehounslow.co.uk/help>

Ticketing

FEES

Ticketing Commission - All ticket sales are subject to 7% commission, this will be deducted before settlement.

Arts Centre Admin Fee – The Arts Centre charges an administration fee of £65.00 (inc VAT) for handling ticketing set up and managing reports, changes, layouts and handling and customer booking queries.

VAT All tickets are sold with VAT included. VAT is currently reduced for theatre tickets to 5% until the 30th of September 2021, the rate then changes to 12.5% until the 31st of March 2022 when the rate is due to return to the standard VAT rating.

REPORTS

Upon request you can have a log in to view the sales of your event, to set these up please contact us.

CHANGES TO YOUR ONLINE LISTING

Changes can be made to your event listing upon request, please send any changes in an email and a member of staff will get to them as soon as they can.

SETTLEMENT

We will send you a final report within 7 days of your event. Payments are made within 30 days of receipt of an invoice for you for the correct amount.

BENEFITS

Website- Your event will be automatically listed on our websites 'What's On' page helping to generate more traffic for your event and ease of ticket sales. Both our website and ticketing page are developed for mobile and tablet, allowing customers to purchase tickets with ease with as few clicks as possible.

Ushering

Every ticketed event or public event with 50+ attendees is required to have a Head Usher and a minimum of 2 Ushers. 100+ events require 3 ushers. 150+, 4 ushers.

OPTION 1. You can supply the 2-4 volunteer Ushers who will be trained on the day by our Head Usher, and be responsible for assisting audience exiting in the case of a fire

OPTION 2. We can send this to our volunteer ushering list upon your request, if we are unable to fill the ushering positions from our volunteers you will be charged for the supply of 2-4 professional ushers (See rates below)

Catering

1. In order to provide catering for your event, you must agree to have in place up to date [food safety & hygiene practices and certification](#) and accept full liability for the provision of food to your patrons.
2. All Arts Centre kitchen equipment must be returned clean and to where you found it.
3. All cleaning and rubbish removal throughout the venue required as a result of the catering will be your responsibility, this includes but is not limited to the wiping of surfaces, chair frames and door handles if supplying greasy food.
4. No gas or gas-powered equipment is allowed on site.
5. No food is permitted in the [Dance Studio](#) at any time. Food in other spaces is fine.
6. If catering includes foods with strong smells, are not allowed in the theatre as the smell remains in the curtains. It is the catering providers responsibility to ensure the smell is contained within the hired space and does not affect other hirers.
7. The catering provider will be responsible for any damages caused by the supply of food. Be that at the fault of the hirer, catering provider or the patron. This includes but is not limited to spillages, damage to equipment, surfaces seats or carpet.
8. Should any of the above not be adhered to the venue reserves the right to stop the supply of catering at any point.

Rates & Charges

Before you know anything it is important to know how much we are currently charging for site usage and add-ons. This is a handy guide you can refer to when talking to a customer about a booking.

Rates valid until end; Dec 2022.

Space Hire (All prices include VAT)		
Theatre Auditorium only	£50 per hour	<i>No backstage access.</i>
Full Performance Space (Packages or Bespoke)	£60 per hour	<i>Includes backstage toilets, dressing Rooms, greenroom and shower.</i>
Dance Studio	£30 per hour	
Cabaret Bar - Half	£15 per hour	<i>Public area, optional serving counter.</i>
Cabaret Bar - Full	£32 per hour	<i>Semi private - Other space users retain toilet access.</i>

Equipment Rental (All prices include VAT)	
Projector	£25 per day
Sony Bluetooth Large Speaker	£10 per day
Ipad	£20 per day
Kids & Adult Bouncy Castle Hire <i>Available with Theatre hire only. Not permitted to take off site. Self set-up & pack down.</i>	£150 per day

Packages (All prices include VAT)		
Basic Technical Equipment Package	£75 per day	Includes: 2 Handheld wireless mics, a selection of 10 pre-set lighting states, use of the PA and Speaker system with aux cable input & use of projector & screen.
Production - Technical Equipment & Support Package	£41 per hour (5 hour minimum)	Use of all technical equipment detailed in our theatre 'Technical Specifications'. A technical assistant is provided inclusive of price to help your team familiarise with our venue and equipment, technical assistance and hirer safety. THEY ARE NOT PROVIDED TO TECHNICALLY DESIGN ASPECTS OF YOUR PRODUCTION OR EVENT. If you wish to re-rig any of our equipment you must book one of our trained Pro Theatre Technicians and if the re rigging is not completed after the end of your event you will be billed for the additional hours required to reset the theatre's standard setup.
Poster Printing Package	£85 Includes 5xA0, 4xA3, 3xA4 Posters	Send us your poster design and we can have them professionally printed and delivered to the Arts Centre for us to display around the Site, which is one of the best ways to get an audience in Hounslow.

Flyer Printing Package	£40 Includes 250 Flyers.	Send us your flyer design and we can have them printed and delivered to the Arts Centre for us to display and hand out around the Site which is one of the best ways to get an audience in Hounslow.
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Subscriptions/Memberships (All prices include VAT)		
Friend of the Arts Centre	£25 per year	
Community Support scheme	Free	

Catering (All prices include VAT)		
Tea and Coffee, Water, Fruit Juice and Biscuits per Serving	£2.50 per head	10 people minimum
Hot Water Urn Small Hire	£3.25 per day	
Hot Water Urn Large Hire	£4.50 per day	
Compostable Cups x 30	£4.80	16p Per cup
Compostable Cups x 50	£8.00	16p Per cup
Compostable Cups x 100	£16.00	16p Per cup

Staffing Charges (All prices include VAT)		
Cleaning Charges	£15.19 per hour	Based on capacity; 50+ requires 1 hour minimum, 100+ requires 2 hours minimum, 200+ requires 3 hours minimum.
Technical Assistant	£21 per hour	
Pro Theatre Technician & Operator	£28 per hour	
Sound or Lighting Designer & Programmer	£31.50 per hour	
Security	£21 per hour	
Head Usher	£15 per hour	*required for any ticketed event
Usher	£12.47 per hour	Every ticketed event or public event with 50+ attendees is required to have a Head Usher and a minimum of 2 Ushers. 100+ events require 3 ushers. 150+, 4 ushers.
General assistant	£12.21 per hour	

Services (All prices include VAT)		
Arts Centre Licensed Bar Evening Open charge (6pm onwards)	£100 minimum spend deposit	For 50+ bespoke events.
Treaty Centre Cars Park - Evening Open charge (6pm	£50 charge	

onwards)		
Event Ticketing Charge	£65 charge	
Theatre Rake Seating Charge	£50 charge	

Standard Terms of Service

All Standard & Package hires are bound by our Standard Terms of Service. For our Bespoke and Recurring hires you will be issued a bespoke digital contract for signature, whilst this is very similar to our Standard Terms you should read this bespoke contract thoroughly before signing.

You can view our full terms of service online;

<https://theartscentre.co.uk/standard-terms-of-service>

If you have any questions regarding our terms of service or contracting please contact us.