

CHARGING DIRECTORY FROM 2021/22 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Room Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to room hire allowing partial recovery of the costs of the service. The costs of service provision include staff, utilities and other premises costs. This is partial recovery only as the availability of room hire is set around the programme of professional works and cultural events in the Theatre. During 2020/21 the estimated use of spaces was as follows pre Covid AND with restrictions ()

2020/21 projection
Main Auditorium – 116 (30)
Mirren Studio - 90 (10)
Gielgud Room - 95 (0)
Olivier Suite - 70 (30)

Estimated use of space 2021/22
Main Auditorium – 116
Mirren Studio - 90
Gielgud Room - 95
Olivier Suite - 70

The charges are now set into Three categories – a Professional Performance Rate previously Professional/Commercial rate, Non Professional Performance Rate Previously Community/Dance School Rates and an Amateur Dramatic Rate. The Non Professional Rate and the Amateur Dramatic Rate offer a discount of approximately 25% and 31% respectively on hire of the Main auditorium and Mirren against the Professional Performance Rate, both of these reduced rates are there as a method of supporting local community arts based Businesses, Charities and community enriching activities. Commercial hires of the spaces will be quoted on a bespoke basis, dependant on the nature of the commercial event.

Proposed change in fee/charge from previous year (%)

Professional Performance Rates , Non Professional Performance Rates and Amateur Dramatic Rates (new for 21/22) have all had various changes in rates to allow for cost recovery and inflation.

Justification for revised charge (compared to previous year)

Due to the increase in staffing costs, utilities and supplies to service the hires it has been necessary to increase the charges in order to continue to achieve partial recovery of service costs.

An Amateur Dramatic rate has been added to encourage local groups to utilise the venue's professional facilities and to secure continued patronage of existing groups.

NB this rate can be offset by credits earned by volunteer ushers.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set in 21/22 taking into account the impact covid has had on this sector and although competitively set they are sensitive to this, to ensure we can continue to attract and achieve the budget set for theatre hire.

If significant change in charge, what consultation was undertaken with the general public?

Local Amateur Dramatic groups were consulted with regard to the New Amateur Dramatic rate.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£210,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2021

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire charges are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - ROOM HIRE

Board Room (Peak)							
ACT 0216	Non-Duty Manager	per hour	S	20.83	25.00	21.45	25.75
ACT 0216A	Duty Manager	per hour	S	29.17	35.00	30.05	36.05
Board Room (Off Peak)							
ACT 0217	Non-Duty Manager	per hour	S	16.67	20.00	17.17	20.60
ACT 0217A	Duty Manager	per hour	S	25.00	30.00	25.75	30.90
Olivier Room (Peak)							
ACT 0218	Non-Duty Manager	per hour	S	25.00	30.00	25.75	30.90
ACT 0218A	Duty Manager	per hour	S	37.50	45.00	38.63	46.35
Olivier Room (Off Peak)							
ACT 0219	Non-Duty Manager	per hour	S	25.00	30.00	25.75	30.90
ACT 0219A	Duty Manager	per hour	S	37.50	45.00	38.63	46.35
Gielgud Room - Function Hire							
ACT 0350	6.30pm to 11.30pm	per session	S	291.67	350.00	297.50	357.00
ACT 0351	Additional Pre-Function Hours	per hour	S	16.67	20.00	17.00	20.40
ACT 0352	Additional Post Function Hours	per hour	S	83.33	100.00	85.00	102.00
Gielgud Room - Meeting Hire							
ACT 0353	9.00am to 4.00pm	per hour	S	29.17	35.00	29.75	35.70
ACT 0354	4.00pm to 11.30pm	per hour	S	54.17	65.00	55.25	66.30
Gielgud Room - Theatre/Arts Group Hire							
ACT 0355	Available only when building in use	per hour	S	12.50	15.00	12.75	15.30
Main Auditorium - Non Professional Performance Rate (Week)							
ACT 0100	6 days	per week	S	8,654.17	10,385.00	8,827.25	10,592.70
Main Auditorium - Professional Performance Rate (Week)							
ACT 0101	6 days	per week	S	9,441.67	11,330.00	9,630.50	11,556.60
Main Auditorium - Non Professional Performance Rate (Mon to Thurs)							
ACT 0102	Day (9am to 11pm)	per day	S	1,570.83	1,885.00	1,602.25	1,922.70
ACT 0103	Evening (6pm to 11pm)	per evening	S	570.83	685.00	582.25	698.70
ACT 0104	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	487.50	585.00	497.25	596.70
ACT 0105	Extra Hours (between 11pm and 9am)	per hour	S	162.50	195.00	165.75	198.90
Main Auditorium - Non Professional Performance Rate (Fri to Sun)							
ACT 0106	Day (9am to 11pm)	per day	S	1,625.00	1,950.00	1,657.50	1,989.00
ACT 0107	Evening (6pm to 11pm)	per evening	S	595.83	715.00	607.75	729.30
ACT 0108	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	541.67	650.00	552.50	663.00
ACT 0109	Extra Hours (between 11pm and 9am)	per hour	S	162.50	195.00	165.75	198.90
Main Auditorium - Professional Performance Rate (Mon to Thurs)							
ACT 0110	Day (9am to 11pm)	per day	S	2,125.00	2,550.00	2,167.50	2,601.00
ACT 0111	Evening (6pm to 11pm)	per evening	S	800.00	960.00	816.00	979.20
ACT 0112	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	708.33	850.00	722.50	867.00
ACT 0113	Extra Hours (between 11pm and 9am)	per hour	S	208.33	250.00	212.50	255.00
Main Auditorium - Professional Performance Rate (Fri to Sun)							
ACT 0114	Day (9am to 11pm)	per day	S	2,362.50	2,835.00	2,409.75	2,891.70
ACT 0115	Evening (6pm to 11pm)	per evening	S	829.17	995.00	845.75	1,014.90
ACT 0116	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	800.00	960.00	816.00	979.20
ACT 0117	Extra Hours (between 11pm and 9am)	per hour	S	208.33	250.00	212.50	255.00
Mirren Studio - Non Professional Performance Rate (Week)							
ACT 0118	6 days	per week	S	5,408.33	6,490.00	5,516.50	6,619.80
Mirren Studio - Professional Performance Rate (Week)							
ACT 0119	6 days	per week	S	5,900.00	7,080.00	6,018.00	7,221.60
Mirren Studio - Non Professional Performance Rate (Mon to Thurs)							
ACT 0120	Day (9am to 11pm)	per day	S	787.50	945.00	803.25	963.90
ACT 0121	Evening (6pm to 11pm)	per evening	S	270.83	325.00	276.25	331.50
ACT 0122	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	270.83	325.00	276.25	331.50
ACT 0123	Extra Hours (between 11pm and 9am)	per hour	S	108.33	130.00	110.50	132.60
Mirren Studio - Non Professional Performance Rate (Fri to Sun)							
ACT 0124	Day (9am to 11pm)	per day	S	866.67	1,040.00	884.00	1,060.90
ACT 0125	Evening (6pm to 11pm)	per evening	S	300.00	360.00	306.00	367.20
ACT 0126	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	300.00	360.00	306.00	367.20
ACT 0127	Extra Hours (between 11pm and 9am)	per hour	S	108.33	130.00	110.50	132.60

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2021

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022		
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT	
<u>Mirren Studio - Professional Performance Rate (Mon to Thurs)</u>							
ACT 0128	Day (9am to 11pm)	per day	S	1,183.33	1,420.00	1,207.00	1,448.40
ACT 0129	Evening (6pm to 11pm)	per evening	S	391.67	470.00	399.50	479.40
ACT 0130	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	391.67	470.00	399.50	479.40
ACT 0131	Extra Hours (between 11pm and 9am)	per hour	S	150.00	180.00	153.00	183.60
<u>Mirren Studio - Professional Performance Rate (Fri to Sun)</u>							
ACT 0132	Day (9am to 11pm)	per day	S	1,183.33	1,420.00	1,207.00	1,448.40
ACT 0133	Evening (6pm to 11pm)	per evening	S	416.67	500.00	425.00	510.00
ACT 0134	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	416.67	500.00	425.00	510.00
ACT 0135	Extra Hours (between 11pm and 9am)	per hour	S	150.00	180.00	153.00	183.60
<u>Whole Venue - Non Professional Performance Rate (Week)</u>							
ACT 0136	6 days	per week	S	11,900.00	14,280.00	12,138.00	14,565.60
<u>Whole Venue - Professional Performance Rate (Week)</u>							
ACT 0137	6 days	per week	S	15,583.33	18,700.00	15,895.00	19,074.00
<u>Whole Venue - Non Professional Performance Rate (Mon to Thurs)</u>							
ACT 0138	Day (9am to 11pm)	per day	S	2,000.00	2,400.00	2,040.00	2,448.00
ACT 0139	Evening (6pm to 11pm)	per evening	S	716.67	860.00	731.00	877.20
ACT 0140	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	645.83	775.00	658.75	790.50
ACT 0141	Extra Hours (between 11pm and 9am)	per hour	S	162.50	195.00	165.75	198.90
<u>Whole Venue - Non Professional Performance Rate (Fri to Sun)</u>							
ACT 0142	Day (9am to 11pm)	per day	S	2,116.67	2,540.00	2,159.00	2,590.80
ACT 0143	Evening (6pm to 11pm)	per evening	S	758.33	910.00	773.50	928.20
ACT 0144	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	716.67	860.00	731.00	877.20
ACT 0145	Extra Hours (between 11pm and 9am)	per hour	S	162.50	195.00	165.75	198.90
<u>Whole Venue - Professional Performance Rate (Mon to Thurs)</u>							
ACT 0146	Day (9am to 11pm)	per day	S	2,650.00	3,180.00	2,703.00	3,243.60
ACT 0147	Evening (6pm to 11pm)	per evening	S	954.17	1,145.00	973.25	1,167.90
ACT 0148	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	887.50	1,065.00	905.25	1,086.30
ACT 0149	Extra Hours (between 11pm and 9am)	per hour	S	195.83	235.00	199.75	239.70
<u>Whole Venue - Professional Performance Rate (Fri to Sun)</u>							
ACT 0150	Day (9am to 11pm)	per day	S	2,841.67	3,410.00	2,898.50	3,478.20
ACT 0151	Evening (6pm to 11pm)	per evening	S	1,004.17	1,205.00	1,024.25	1,229.10
ACT 0152	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	975.00	1,170.00	994.50	1,193.40
ACT 0153	Extra Hours (between 11pm and 9am)	per hour	S	195.83	235.00	199.75	239.70
<u>Staff Hire</u>							
ACT 0154	Duty Manager (mandatory for shows)	per hour	S	33.33	40.00	34.33	41.20
ACT 0155	Duty Manager Overtime (between 11pm and 8am)	per hour	S	41.67	50.00	42.92	51.50
<u>Main Auditorium - Amateur Dramatics</u>							
ACT 0358	(Week) 6 Days	per week	S	7,900.00	9,480.00	8,137.00	9,764.40
ACT 0359	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,433.33	1,720.00	1,462.00	1,754.40
ACT 0360	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	520.83	625.00	531.25	637.50
ACT 0361	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	445.83	535.00	454.75	545.70
ACT 0362	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	150.00	180.00	153.00	183.60
ACT 0363	(Fri to Sun) Day - 9am to 11pm	per day	S	1,483.33	1,780.00	1,513.00	1,815.60
ACT 0364	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	545.83	655.00	556.75	668.10
ACT 0365	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	495.83	595.00	505.75	606.90
ACT 0366	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	150.00	180.00	153.00	183.60
<u>Mirren Studio - Amateur Dramatics</u>							
ACT 0367	(Week) 6 Days	per week	S	4,937.50	5,925.00	5,036.25	6,043.50
ACT 0368	(Mon to Thurs) Day - 9am to 11pm	per day	S	716.67	860.00	731.00	877.20
ACT 0369	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	250.00	300.00	255.00	306.00
ACT 0370	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	250.00	300.00	255.00	306.00
ACT 0371	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	100.00	120.00	102.00	122.40
ACT 0372	(Fri to Sun) Day - 9am to 11pm	per day	S	791.67	950.00	807.50	969.00
ACT 0373	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	275.00	330.00	280.50	336.60
ACT 0374	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	275.00	330.00	280.50	336.60
ACT 0375	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	100.00	120.00	102.00	122.40
<u>Whole Venue - Amateur Dramatics</u>							
ACT 0376	(Week) 6 Days	per week	S	10,858.33	13,030.00	11,075.50	13,290.60
ACT 0378	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,825.00	2,190.00	1,861.50	2,233.80
ACT 0379	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	654.17	785.00	667.25	800.70
ACT 0380	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	587.50	705.00	599.25	719.10
ACT 0381	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	150.00	180.00	153.00	183.60
ACT 0382	(Fri to Sun) Day - 9am to 11pm	per day	S	1,933.33	2,320.00	1,972.00	2,366.40
ACT 0383	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	691.67	830.00	705.50	846.60
ACT 0384	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	654.17	785.00	667.25	800.70
ACT 0385	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	158.33	190.00	161.50	193.80
<u>Commercial Hire (non-performance) (NEW IN 21/22)</u>							
ACT 0156	Competitive bespoke pricing on request (dependant on event requirements)		S	-	-	-	-

CHARGING DIRECTORY FROM 2021/22 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Technical Hire / Equipment Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Charges have been set to recover costs of additional staffing requirement in the provision of professional and community shows as well as use of in-house specialist equipment.

Proposed change in fee/charge from previous year (%)

Increase of 2% on equipment and 3% on staffing

Justification for revised charge (compared to previous year)

The proposed increase reflects both the additional increased costs of staff following inflationary based pay increases as well as the additional staffing cover requirements using casual technicians due to the increased programme. The equipment charges have been clarified with a daily rate and weekly rate (daily rate is 75% of weekly charge – as a rule with some anomalies).

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set for 2021/22 competitively to ensure we can continue to support visiting promoters and hirers.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been undertaken with the general public in relation to this element of the service, as it is based on a cost recovery basis.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£79,800

£54,400 for tech Hire and £25,400 for Equipment Hire.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2021

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2020-March 2021		CHARGES April 2021-March 2022	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire charges are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - TECHNICAL HIRE / EQUIPMENT HIRE

Technical Staff - Sunday and Bank Holidays

ACT 0220	Technical Staff - Sundays and Bank Holidays	per hour	S	33.33	40.00	34.33	41.20
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Equipment Hire

ACT 0300	Steel Deck 8' x 4'	per hire (set up and putting away of item)	S	16.67	20.00	17.00	20.40
ACT 0303	Unique 2 Hazer	per week	S	91.67	110.00	93.50	112.20
		per day	S	54.17	65.00	55.25	66.30
ACT 0304	Shotgun Condenser Mic	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0305	Sure SM58	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0306	Shure 55SH	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0307	Audix Ap 5a Drum Set	per hire (set up and putting away of item)	S	58.33	70.00	59.50	71.40
ACT 0308	Audix ADX51	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0309	AKG C3000 Recording Mics	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0310	Shure SM57	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0311	Shure Beta 57a	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
ACT 0312	BSS AR133 DI	per hire (set up and putting away of item)	S	8.33	10.00	8.50	10.20
ACT 0313	Le Maitre Pyroflash Controller 6 way	per hire (set up and putting away of item)	S	16.67	20.00	17.00	20.40
ACT 0314	Le Maitre Pyro Flash pod	per hire (set up and putting away of item)	S	8.33	10.00	8.50	10.20
ACT 0317	Music Stand with lights	per hire (set up and putting away of item)	S	8.33	10.00	8.50	10.20
ACT 0318	Screen Rear or Front 12ft by 8ft	per hire (set up and putting away of item)	S	75.00	90.00	76.50	91.80
ACT 0319	Projector (Office type) - per day	per day	S	58.33	70.00	59.50	71.40
ACT 0320	Projector (Office type) - per week	per week	S	91.67	110.00	93.50	112.20
ACT 0321	Projector (christie High Performance) - per day	per day	S	166.67	200.00	170.00	204.00
ACT 0322	Projector (Christie High Performance) - per week	per week	S	308.33	370.00	314.50	377.40
ACT 0323	Mobile Sound System CD, Laptop Link, Lectum	per week	S	83.33	100.00	85.00	102.00
ACT 0324	Monitor System 4 x D&B M4 Monitors + AMPS	per week	S	166.67	200.00	170.00	204.00
ACT 0325	Grand Piano Tuning	per week	S	95.83	115.00	97.75	117.30
ACT 0327	UV Cannons x 2	per week	S	79.17	95.00	80.75	96.90
ACT 0328	Choir Tiered Staging and Handrails	per hire (set up and putting away of item)	S	941.67	1,130.00	960.50	1,152.60
ACT 0329	Sunstrips	per hire (set up and putting away of item)	S	45.83	55.00	46.75	56.10
ACT 0330	Comms Belt Pack and Headset	per hire (set up and putting away of item)	S	12.50	15.00	12.75	15.30
<u>Technical Staff - Monday to Saturday</u>							
ACT 0221	Technical Staff - Monday to Saturday	per hour	S	20.83	25.00	21.45	25.75
<u>Technical Staff - Overtime</u>							
ACT 0357	Technical Staff - Overtime		S	41.67	50.00	42.92	51.50

CHARGING DIRECTORY FROM 2021/22 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Box Office

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Proposed change in fee/charge from previous year (%)

The Towngate Theatre continues to charges an inside commission on all sales at £1.67p per ticket. Exception is Panto tickets which is charged at £0.80p per ticket. This remains in 2021/22.

The CRM ticketing system, continues to aid the increase in internet transactions, most taking the option of e-tickets. The postage charge as increased from £1.29 to £1.67 although this remains as a customer option, this has declined over the last two years and continues to do so as methods of collection and delivery of tickets change.

Justification for revised charge (compared to previous year)

Nominal change

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The charge is competitive and lower than many other rival theatres both in Essex and the south-east (excluding London).

If significant change in charge, what consultation was undertaken with the general public?

No significant change.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£168,800 This figure includes nominal postal charges.