



The Capitol
HORSHAM

Hire Fees & Charges

1st April 2017 - 31st March 2018



**For further information relating to the facilities available for hire at The Capitol, please contact:-
Jon Simpson on 01403 756091**

Further information can also be found on the website:- www.thecapitolhorsham.com

A DEPOSIT OF 20% OF THE PROJECTED HIRE FEE +VAT IS REQUIRED TO SECURE THE BOOKING. FOR DAILY OR WEEKLY HIRES, A FLAT RATE DEPOSIT IS CALCULATED, DEPENDANT ON WHICH AREAS ARE REQUIRED

WHERE A BOOKING INCLUDES A BANK HOLIDAY, THIS WILL BE CHARGED AS DOUBLE TIME.

HOURS BETWEEN MIDNIGHT & 9AM ARE CHARGED AT DOUBLE TIME FOR VENUE & STAFF.

THE CAPITOL OPENS TO THE PUBLIC AT 9:45AM (MON - SAT) SUNDAY OPENING TIMES VARY. ADDITIONAL CHARGES MAY APPLY OUTSIDE OF THESE TIMINGS.

YOU ARE RESPONSIBLE FOR RETURNING THE THEATRE TO ITS STANDARD FORMAT

SUBJECT TO THE PREPARATION AND CLEARANCE DEMANDS OF THE HIRERS EVENT ADDITIONAL CHARGES MAY BE LEVIED BY THE MANAGEMENT

	MONDAY - THURSDAY (PER HOUR)	FRIDAY - SUNDAY (PER HOUR)	PER DAY (10am - 11pm)	PER WEEK (SUN-SAT)
THEATRE (MAIN AUDITORIUM)	POA	POA		£3,625.00
STUDIO THEATRE	£30.00	£33.00		£1,260.00
CINEMA SCREENS	£41.00	£51.00		N/A
MEETING ROOM	£19.50	£21.00		POA
DRESSING ROOMS 5 & 6 WHEN HIRED WITH THE THEATRE			£22.50	£155.00

**ALL FEES AND CHARGES QUOTED EXCLUDE VAT, CHARGEABLE AT THE CURRENT RATES.
ADDITIONAL TECHNICAL CHARGES MAY APPLY AND COMMISSIONS BASED ON TICKET SALES**

Box Office: 01403 750220 www.thecapitolhorsham.com



Horsham
District
Council