

Hirer's Information Pack

Prices for Dec 23 to Aug 24 v1



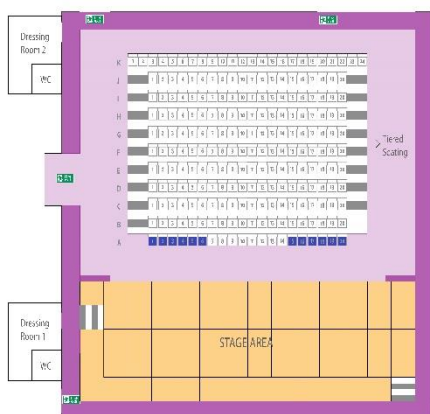
The Keay Theatre is a professional arts and entertainment venue located mid Cornwall, St. Austell.

The Keay is the hub of creative activity for the St. Austell area offering an arts related education and training programme, as well as hosting community group performances, exhibitions & gigs. This pack is designed to assist you in selecting the right space, layout, equipment for your booking with us here at The Keay.



The Theatre offers flexible space featuring the main auditorium and performances in the round, themed exhibitions. The Keay Theatre offers a range of amenities to ensure a comfortable and enjoyable experience for all attendees. The venue provides accessible seating for individuals with mobility needs and has modern restroom facilities. Additionally, there is a fully licenced bar where you can grab refreshments and snacks during intermissions.

The Keay Theatre, Tregonissey Road, St.Austell, Cornwall PL25 4DJ



Theatre Ratecard & Specifications

Auditorium: 224 Seats or 350 Standing

Performance Area: 9.5m wide x 6m deep, 0.633m High

Stage: Steel Deck 0.633m High, 17m wide x 6m deep Inc. wings.

6x 200Kg WLL hand winch fly bars

4x Hemp fly bars 100Kg WLL

Max Trim Hight 4.9M

FOH LX Grid Hight 5.7M

	Community Rates	Business Rates
Up to 10 hours (Mon-Fri)	£695 + £100 Technician fee if needed.	£795 + £100 Technician fee if needed.
Saturday & Sunday Hire	£745 + £100 Technician fee if needed.	£895 + £100 Technician fee if needed.

All Theatre hire's prices include FOH Duty manager and in-house equipment.

Additional Staffing and hours can be added please speak to the Theatre Manager for Quotation

Discounts applied for multiple day or week hires.

For a more Technical guide to the Keay, go to our website www.keaytheatre.co.uk and search under "Hiring us"

The Keay Theatre is owned and managed by Cornwall College Group

Dance Studio 1

Large

Suitable for Dance rehearsals, classes and performances for 20+ dancers

	Community Rates	Business Rates
1 hour	£40	£45
4 hours	£160	£165
8 hours	£295	£320
12 hours	£450	£480
	Community Rates	Business Rates
1 hour	£35	£37.50
4 hours	£140	£145
8 hours	£260	£280
12 hours	£400	£420

Dance Studio 2

Small

Terms and Conditions of Hire Theatre Hire

1. For hires that include stage lighting and sound, a member of The Keay's technical staff will need to be on duty to supervise the event.
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 Theatre Manager.
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.
4. No hirer is allowed to sell soft drinks, alcoholic drinks or snacks on site.
5. Any damage done to the Premises fabric and equipment – fair wear and tear excepted – will be made good by the College and the cost thereof will become due from the Hirer.
6. Hirers are asked to take out their own insurance cover. Hirers are asked to attach a copy of their insurance certificate to the booking form, where appropriate. (Please Note: The College cannot be held responsible for any loss or damage caused by third party activity).
7. Full detailed Terms & Conditions will be sent out with quotation.
8. PPL/PRS is the responsibility of the hirer, if The Keay Theatre sells your tickets 4.2% will be deducted from gross sales for PPL/PRS.

Deposits

1. For weekly hires a deposit of 10% is required, for all other bookings a £100 deposit will be required.
2. If the hirer wishes to cancel for any reason, the following charges will apply:
 - Less than 30 Days Notice – 100% charge is payable
 - 31 – 60 Days Notice – 50% of hire charge is payable
 - 61+ Days Notice – deposit will be retained
3. If The Keay 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.

Directions and Parking

On Foot

If you're already in St Austell town centre, The Keay Theatre is easily accessible on foot. From the town centre, head towards Carlyon Rd. Walk along Carlyon Rd until you reach The Keay, where the theatre is situated. The walking distance will depend on your starting point in the town centre

By Car

If you're traveling by car, you can use the following address for GPS navigation:

The Keay, St Austell, Cornwall, PL25 4DJ.

There are several parking options near The Keay Theatre, including public parking lots and on-street parking. Follow the signs for parking facilities in the town centre.

By Rail to St. Austell

St Austell has its own train & Bus station, making it convenient for travellers coming by public transport. From the train & bus station, The Keay Theatre is within walking distance. Exit the station and head southwest on South St. Cross over South St at the roundabout, and then turn left onto Carlyon Rd. Continue straight until you reach The Keay, where the theatre is located.



The Keay Booking Form



Please note this booking form should only be completed after a verbal booking has been made with the Theatre Manager.

Please return completed form no later than 4 weeks prior to the date of your booking, this will hold your dates for 14days until deposit has been paid.

ORGANISATION /PERSONAL DETAILS			
Contact Name			
Organisation Name			
Contact Address			
Invoicing Address if different			
Tel No			
Email			
EVENT DETAILS			
Name of Event			
Dates from		Dates to:	
Expected number of event participants:			
Expected number of audience:			
Access times from: (include set up and get out time)		Times to:	
Timing of event - Starts		Ends	
Will there be an interval	Yes	No	How long
ACCESS DETAILS – are the following required for your event			
Dance Studios*	Yes (studio1 or studio2)	No	
Theatre Dressing rooms	Yes (Room 1 or Room 2)	No	

By signing this form I hereby consent to the processing of my personal data in line with the Cornwall College Privacy Notice, available at <https://www.cornwall.ac.uk/governance/your-information/>

Signature of person responsible for hiring agreement			
Print Name		Date:	
How did you hear about the venue			