

PROFESSIONAL SERVICES & EQUIPMENT HIRE COST PRICING

PRICING STRUCTURE FOR PROFESSIONAL SERVICES AND EQUIPMENT HIRE

At Cumbernauld Theatre Trust Ltd, we are committed to transparency and open communication regarding our pricing structure for professional services and equipment hire. Our prices are set at a level that ensures the sustainability of our services and the overall viability of our organisation. Cumbernauld Theatre Trust does not receive subsidies for these services, meaning our pricing must cover actual costs incurred and contribute to relevant operational overheads proportionately.

SPECIALIST STAFF CHARGES

Our specialist staff, including highly skilled performance arts managers, technicians and experienced customer services professionals, play a crucial role in ensuring the success of your event.

We are a Fairwork employer, and our cost structure reflects the investment we make in our people, ensuring every individual within our organisation has access to opportunities, is treated with respect, and receives fair compensation. To maintain the quality of our services and retain a talented team, we provide competitive compensation, ongoing training and learning opportunities for all our staff. Our hourly rates for specialist staff are competitive and are based on industry standards.

The pricing reflects the costs associated with staffing your event, considering the duration and timing of the work needed to deliver the event you want to make happen. It is important to us that our staff receive fair compensation for their expertise and dedication to ensure that they continue to deliver high-quality services.

FRONT OF HOUSE STAFF CHARGES

Our front of house staff, including Venue Assistants and Venue Managers, are an integral part of creating a welcoming, inclusive, safe and enjoyable experience for your audience. Their pricing is structured to reflect their importance and to guarantee we attract and retain experienced professionals who uphold our Customer Service standards.

Steward Hire - Venue Assistant: This charge reflects the essential role these individuals play in maintaining a safe and pleasant environment for your event. Their compensation is competitive and reflects the investment we make in every member of the team to be highly qualified and capable to deliver their duties. Our investment

in our people is award-winning and ensures the dedication they bring to their work.

Front of House Manager: The front of house manager is responsible for coordinating various aspects of your event to ensure it runs smoothly. Their pricing reflects the time expended in preparing the FOH team for the event and managing the team during the event whilst ensuring our customer services are optimum, their experience and the value they bring to your production is reflected in the charge.

BOX OFFICE SERVICES

An optional service that we can offer as part of your community hire is the use of our Lanternhouse Box Office.

Our box office services are designed to make ticketing and event management as smooth as possible. The 6% charge on net box office (up to £250) helps cover the administrative costs associated with these services. Your audience look to our team to ensure they have a good experience; an important part of this is the role we play in directing customers to the right place and the right seat. We are enabled to perform this function in a more professional way if we manage the booking process from the outset and retain customer seating records.

Box Office Deductions Explained:

Cumbernauld Theatre has a service charge of 6% up to a maximum charge of £250 to cover the staff time to input data and manage ticket sales.

There may be a 10% Royalty Payment deduction depending on the content of your performance and the use of copyright materials.

We will deduct Credit Card commissions at 2.56% for all credit card transactions, this is a credit card merchant services provider charge.

We will deduct a Box Office Supply Charge 1.7% on gross box office which goes to Spektrix, the Box Office System we use.





EQUIPMENT HIRE CHARGES

Our equipment hire charges are structured to ensure you have access to state of the art, reliable, quality equipment while also contributing to the sustainability of our provision. The charges are used for maintenance, repair or replacement of equipment. We offer discounts for multiple hires to provide added value.

In summary, our pricing structure is designed to balance the quality of our services with the need for sustainability.

Our prices are reviewed on an annual basis. The set prices for the year are applied to all events that occur in the same time period and quotes provided in a prior year to the date an event actually takes place are subject to change.

We strive to offer competitive rates while ensuring that our staff and equipment are adequately compensated and maintained to meet your event needs. Your support in choosing Cumbernauld Theatre Trust Ltd not only ensures a successful event but also supports the arts and culture in our community. Thank you for considering our services.

COMMUNITY HIRE MANAGEMENT

North Lanarkshire Council (NLC) manages community hires and the use of Lanternhouse by community groups.

All bookings are managed by North Lanarkshire Council.

Cumbernauld Theatre works with NLC to provide the specialist staff and equipment for creative services and facilities in Lanternhouse.

For more information or to register interest, please contact the NLC Bookings Team on: **01698 274545** or email the Booking Manager Linda McDonald on: mcdonaldli@northlan.gov.uk

APRIL 2023 TO MARCH 2024 PRICES

Types of Service	User Type - Hourly Rate, 4hr and 8 hr £				
Community Hire including VAT	Community Group - not for profit Inc VAT Price				
Specialist Staff	HR Charge	4 hr	6 hr	8 hr	14 hr
		9:00-13:00		09:00 - 13:00	09:00 - 13:00
		14:00 to 17:00		14:00 - 17:00	14:00 - 17:00
			17:00 - 23:00		18:00 - 23:00
Technician HR	£41	£163	£204	£245	£408
Front of House Staff	HR Charge	4 hr	6 hr	8 hr	14 hr
Steward Hire - Venue Assistant	£20	£82	£102	£122	£204
Front of House Manager	£27	£109	£136	£163	£272
Box Office Services	6% of Net Box Office up to £250 Maximum Charge				
Equipment Hire	Per Event Charge - single hire	2 hires - 5% discount	3 hires - 10% discount	4 hires - 15% discount	5 hires - 20% discount
Smoke Machine / Hazer	£68	£129	£184	£231	£272
Magic Effect Confetti Dropper	£54	£103	£147	£185	£218
Radio Mics (set of 4)	£68	£129	£184	£231	£272
MA Projector & Screen	£68	£129	£184	£231	£272
ST Projector & Screen	£54	£103	£147	£185	£218
Auditorium Theatre Lights	£272	£517	£734	£925	£1,088
Auditorium Theatre Audio	£272	£517	£734	£925	£1,088
CIN cinema projector, screen, sound	£68	£129	£184	£231	£272
MA cinema projector, screen, sound	£138	£258	£367	£462	£544
Box Office - Additional 3rd Party Charges deducted from Gross Box Office presented in settlement report					
10% Royalty Payment - if applicable					
Credit Card Commissions 2.56%					
Spektrix Box Office Software Charge 1.7%					

Each event in our Main Auditorium requires three Venue Assistants, and one Front of House Manager on a minimum 4 hour call.

Each event in our Studio Theatre requires one Venue Assistant and one Front of House Manager on a minimum 4 hour call.

A standard booking requires two technicians on a minimum 4 hour call.