



Ferry Road, Teddington TW11 9NN Tel: 020 8977 7558 www.landmarkartscentre.org

CONCERT & PERFORMANCE HIRE 2017

The Landmark Arts Centre is a Registered Charity which aims to preserve its magnificent building for the benefit of the community by presenting a cultural programme of exhibitions, concerts, events and arts classes. Although the Centre develops a great deal of the programme itself, as a community venue it welcomes enquiries from local organisations such as choral societies, orchestras and solo artists, who need a performance space. Please remember though that we typically plan our programme at least 12 months in advance and publish our quarterly season brochure in March, July and December.

Suitable for: A wide range of music including choral, orchestral, jazz, blues, soul; comedy and solo spoken word performances; dance. Please note due to the acoustic of the building we do not programme plays or theatrical shows.

Capacity: Audience seated capacity of 329, however under the terms of our premises license a maximum of 388 people are permitted in the building at any one time, including all performers, Landmark staff & volunteers. For example if the total number of performers & staff were 100 then the total audience capacity would be 288. Audience capacity can also be reduced if the staging involves performers being on or moving within the audience seating area. We are not permitted to allow standing audiences.

Facilities Provided:

- Use of Bell Room (as dressing room facility), stage & main hall auditorium. Another room is also available as extra dressing room space subject to our other commitments.
- Fully set up audience seating in line with capacity guidelines above. Rear seating can be configured as semi-raked seating to provide better sightlines, but this reduces the seating to 300.
- Landmark Box Office ticket service, including online ticket facility. We are able to take payments by cash, card or cheque. Due to the strict audience limit under our license we retain control of ticketing to avoid the risk of over booking. However we can supply the hirer with tickets for them to sell directly to their members/ mailing list. Any unsold

tickets must be returned to the Landmark before the concert. Hirers receive all net Box Office receipts (after PRS fees).

- The Landmark will provide 1 Duty Manager, 1 House Manager, 1 Front of House staff & volunteer stewards (usually around 4) to cover the event. For safety and in line with our premises license the Landmark will control entry to and supervise the running of the performance.
- The Landmark will operate a bar service and retain all profits.
- We can supply a simple PA, basic stage lighting and a conductor's podium if required.
- Please read our technical schedule. Any sound, light or other equipment required for the performance can be supplied but at an extra cost which will be charged to the Hirer.
- The concert may have a description & photo in the relevant quarterly events brochure subject to our receiving the details within our copy deadline. The same information will appear on our website under What's On section.

Accessibility: Ground floor location with disabled access via an entry ramp. Disabled toilet facilities available for those with limited mobility or wheelchair users. Induction loop fitted in main hall. Please discuss any special needs requirement at the point of booking. Extremely limited on-site parking, but free parking is available in adjacent residential roads. Disabled parking for blue badge holders can be reserved upon request in advance and subject to availability.

Hire Charge: £700 per day, based on the following times:

Get in from noon; afternoon rehearsal; evening performance to finish by 10.30pm

Payments:

New hirers are required to pay a 50% deposit upon exchange of contracts and the balance will be invoiced after the event.

A post-event ticket sales report will be produced and sent to the hirer.

Any money still owed to the Landmark will be deducted from net box office and the balance of the box office sent to the hirer.

The Landmark is not registered for VAT.

