

THE
COURTYARD
HEREFORDSHIRE'S
CENTRE FOR THE ARTS

*Commercial
Hire Pack
2011—2012*

Booking Line: 01432 346530
foh@courtyard.org.uk
www.courtyard.org.uk



Welcome

...and thank you for your interest in Herefordshire's Centre for the Arts.

The Courtyard has been at the very heart of promoting, producing and supporting theatre and the arts for a decade. Having been specifically designed to provide space as well as entertainment to the community and county we currently host a wide range of non-theatrical events: local AGM's, regular meetings for the Council, local industry and community groups, conferences for the Road Safety Partnership, the county Archaeology Service, and the Hereford Photography Festival, being some of our most recent.

At the same time we provide break out space for training and development sessions, social receptions and functions, all kinds of formal and intimate presentation and even awards ceremonies.

We do of course, also provide rehearsal and performance space for all kinds of theatre, dance, music and film. With two multi-functioning auditorium spaces available for hire. We pride ourselves on being able to accommodate charity film screenings, amateur productions and celebrity talks alongside many professional productions each year.

All of this is available to you due to the way *The Courtyard* was conceived, is funded and operates. We aim to offer a service and space whatever your interest, supported by in-house catering, dedicated staff and location just five minutes from Hereford City Centre.

If this hasn't whet your appetite, read on and explore ***The Courtyard, Herefordshire's Centre for the Arts...***





Spaces to Hire



MAIN HOUSE



STUDIO THEATRE



GARRICK ROOM



ARTS & CRAFTS ROOM



MEETING ROOM



GALLERY

The Courtyard is renowned for its unique combination of performances and bringing the very best in drama, dance, music and comedy to Hereford, the county and beyond. With two Theatres, Gallery, three Meeting/ Function rooms, cafe/ bar and foyer areas, The Courtyard can provide a dramatic and memorable venue for conferences, events, meetings, presentations, training, corporate entertaining and more...

Summary of facilities:

- Large theatre auditorium for up to 418 delegates with versatile seating equipped with excellent sound, projection and lighting systems
- Smaller theatre auditorium for up to 130 delegates equipped with sound, lighting systems and projection equipment
- Garrick Room: Up to 80 delegates in both theatre and cabaret style
- Arts & Crafts Room: Up to 35 delegates, 20 delegates in boardroom style
- Meeting Room: Up to 30 delegates, 16 delegates in boardroom style
- Free Wi-Fi available on request
- Large open foyer with Cafe/ Bar area
- Full range of audio visual equipment with technical support
- Stage technicians on hand for technical expertise
- Professional Marketing support available *(at extra cost)*
- Ticket sales through a computerised box office system
- Volunteer theatre stewards ensuring the safety of your delegates
- High quality catering from teas and coffees, informal buffets to full course meals offered by our award-winning in-house catering department



Auditoria



Main House Auditorium

Two tiers face a separated proscenium stage with an orchestra pit option.

Gallery: 134 seats (of which 20 are boxes at the sides)

Stalls: 284 seats (of which 28 are boxes at the sides)

Overall: 418 seats

Seating can also be retracted for flat floor use, 460 Capacity

Get-In

- Scene dock/ stage at road level, vans can be backed directly into dock
- One roller shutter door, get into scene dock

Backstage Accommodation

Ground: Dressing Room No.1 (Accommodates 2 people) *(fully accessible)*

First: Dressing Room No.2 (Accommodates 15 people)

Dressing Room No.3 (Accommodates 8 people)

Second: Dressing Room No.4 (Accommodates 8 people)

All Dressing Rooms have a toilet & shower.

All Dressing Rooms have show relay and calls system via the Stage Manager Desk.

Studio Theatre

Flat Floored space with retractable raked seating for up to 130 people

Flat Floor space: 10m x 9m approx.

Seating can also be retracted to allow Cabaret Style seating for 118 people.

Get-In

- Scene dock/ stage at road level

Backstage Accommodation

1 Dressing Room adjacent to the dock to accommodate 8 people.

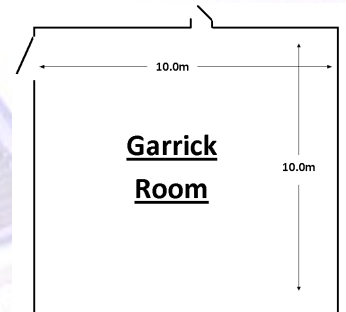
All Dressing Rooms have a toilet & shower.



Workshop/ Breakout Spaces

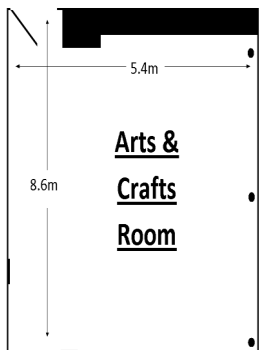
Garrick Room

- Flat floored space on second floor, approx. 10m x 10m
- Full length mirrors along one wall (*can be hidden by large curtains*)
- Spring Floor (*ideal for dance and similar activities*)
- Large-sized function room for up to 80 delegates
- Free Wi-Fi available on request



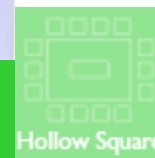
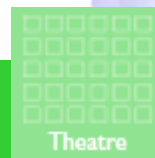
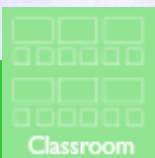
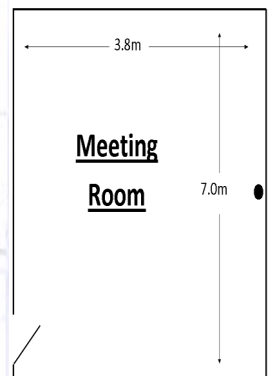
Arts & Crafts Room

- Versatile space on first floor, approx. 5.5m x 8.5m
- Sideboard cupboards with sink & fridge
- Ideal for workshops, meetings, presentations, etc.
- Medium-sized function room for up to 35 delegates
- Free Wi-Fi available on request



Meeting Room

- Versatile space on ground floor, approx. 7m x 4m
- Floor to ceiling windows with sliding doors
- Ideal for smaller workshops, meetings, presentations, etc.
- Intimate function room for up to 30 delegates
- Free Wi-Fi available on request



All delegates numbers are based on maximum capacity. Each space, except the Art Gallery have access to a telephone line for emergency use to call Duty Manager/ Duty Technician.

Rooms & Rates

Below, you will find a pricing schedule of our *Commercial* room rates:

Main House

Commercial Rate: POA

Studio Theatre

Commercial Rate: £372 (per performance, plus 17.5% commission on Box Office Sales)
£69 (per hour) £186 (per session, 4hrs) £372 (full day)

Garrick Room

Commercial Rate: £69 (per hour) £186 (per session, 4hrs) £372 (full day)

Arts & Crafts Room

Commercial Rate: £45 (per hour) £122 (per session, 4hrs) £244 (full day)

Meeting Room

Commercial Rate: £36 (per hour) £96 (per session, 4hrs) £192 (full day)

Art Gallery

Commercial Rate: £49 (per hour) £133 (per session, 4hrs) £266 (full day)

VAT: With the exception of Catering, prices quoted exclude VAT. As at 1 December 2008, basic charges for room hire where there are no technical or other support services included are exempt for VAT purposes. All other items are subject to VAT at the prevailing rate. Any VAT that maybe due on ticket sales for an event will be the responsibility of the hirer.

Optional Extras

Conference Equipment	Commercial
Overhead Projector	£30
Digital Desktop Projector	£36 (per day)
Big Screen TV & Video	£37
Flip Chart & Pens <i>Additional Pad</i>	£16 (incl. with Room Hire) £10
Technical Equipment	Commercial
Piano Hire <i>(plus tuning cost £50-80)</i> Upright Baby Grand	£73 £109
Smoke Machine	£21 (per day) £46 (per week)
Hazer	£26 (per day) £80 (per week)
Mini Mist	£18 (per day) £35 (per week)
White Cyclorama	No charge for use on site as back cyc. Small charge if moved from normal position. Not available for use offsite.
Music Stand c/w lights	£6 (per day) £10 (per week)
Conductor stand c/w lights	£10 (per day) £18 (per week)
Par 16 Howie Batton <i>(2m x 20lamps x 2 circuits. 2 available)</i>	£14 (per day) £42 (per week)
Par 16 "Birdies" <i>(10 available)</i>	£3 (per day) £5 (per week)
Sennheiser Hand-held Radio Microphone	£27 (per day) £73 (per week)
Atomic 3000 DMX Strobe	£22 (per day) £35 (per week)
Mirror Ball c/w rotator	£8 (per day) £25 (per week)
Steel Deck <i>(per 2m x 1m section)</i>	£11 (per day) £22 (per week)
Digital Projector <i>Fixed Digital Projector (MH/ Studio)</i> Hitachi CP-X1200	£60 (per day) £210 (per day) £60 (per day)
Mac 500 Profiles, moving lights <i>(Prices quoted include tech time)</i>	£30 (per day) £88 (per week)
Conference Equipment	Commercial
Ticket Printing	38p (per ticket)
Photocopying	10p (per copy)

The Courtyard Business Club

Our three point promise! We will...

- 1) *Deliver your business message to a targeted audience (annual footfall approximately 200 000) within a vibrant arts environment*
- 2) *Help increase brand awareness by promoting your products and/or services to our various audience types*
- 3) *Raise your CSR profile across the county and beyond through positive association with the Arts*

Platinum Membership £3 000*
Includes 30 complimentary show tickets plus 10 additional benefits

Gold Membership £2 000*
Includes 20 complimentary show tickets plus 6 additional benefits

Silver Membership £1 000*
Includes 12 complimentary show tickets plus 3 additional benefits

Bronze Membership £750*
Includes 6 complimentary show tickets plus 1 additional benefit

All memberships include an integral package of benefits (see Core Benefits below) plus a commensurate number of complimentary show tickets and extra 'pick and mix' benefits. The higher the level of support, the more additional benefits can be chosen

Core Benefits

All members receive the following core benefits:

- *Branded plaque with logo/contact details on our Membership Wall*
- *Your logo in the front of all season brochures and on our website, with hyperlink to your own site*
- *Your logo in all in-house programmes*
- *Your logo on the plasma screen in the Cafe Bar*
- *A dedicated member of staff to act as your liaison for all corporate entertainment and bookings*
- *10% Courtyard Staff Discount Card for all permanent employees and up to three other family members*
- *Two tickets to all in-house production Guest Nights including after-show drinks & nibbles reception with cast*

Additional Benefits

- A) *Stand space in the foyer x 1 week (Mon-Sat)*
- B) ** *A mail-out with one season brochure (choose from Dec, Mar, Aug), subject to print parameters*
- C) *Mail-out with tickets for one Courtyard promoted show, subject to print parameters*
- D) *Your logo on an e-flyer for a specific e-marketing campaign at The Courtyard*
- E) *Backstage tour of the main house theatre (up to 16 guests)*
- F) *Use of the Meeting Room for a full day*
- G) *Tea, Coffee and Biscuits for day hire of Meeting Room (Up to 20 people)*
- H) *Complimentary car parking passes for up to 20 people*
- J) *Complimentary programmes for in-house shows (up to 20)*
- K)** *Two additional tickets for Guest Nights of in-house productions*
- L)** *Two extra free show tickets*
- M) *Product placement x1 week (Mon-Sat)*
- N) *25% discount on advertising in all Courtyard publications*
- P) *25% discount on Cafe Bar plasma screen advertising*
- Q) *25% discount on banner advertising on The Courtyard's website*
- R) *Meet and greet with the Chief Executive before a performance*

*ALL PRICES EXCLUDE VAT

**THESE BENEFITS CAN ONLY BE CHOSEN ONCE EACH. ALL BENEFITS LISTED ARE SUBJECT TO AVAILABILITY AND BOOKED ON A FIRST COME FIRST SERVED BASIS

CONTACT THE BUSINESS
DEVELOPMENT TEAM ON:

01432 346 505
melanie.denning@courtyard.org.uk

Award-winning Catering

Tea/ Coffee	£1.50 per head
Tea/ Coffee & Biscuits	£1.90 per head
Tea/ Coffee & Cake	£3.50 per head

Sandwich Selection **£6.50 per head**

Meat, fish & vegetarian sandwich options served on brown and white bread. With crisps, orange juice and water.

Sandwich Selection with Fruit **£7.25 per head**

As above, served with crisps, orange juice, water and fruit.

Courtyard Basic Buffet **£7.50 per head**

A selection of meat, fish and vegetarian savouries including- Chicken satay sticks, Cheesy garlic dough balls, Honey & wholegrain mustard cocktail sausages, Breaded garlic mushrooms, Mini savoury pastries, Oriental vegetable spring rolls, Pizza slices and Breaded mozzarella sticks. With crisps, orange juice and water.

Courtyard Classic Buffet **£9.50 per head**

A selection of meat, fish and vegetarian savouries including- Chicken satay sticks, Mini smoked salmon sandwiches, Cheesy garlic dough balls, Brie and cranberry wontons, Honey & wholegrain mustard cocktail sausages, Breaded garlic mushrooms, Mini savoury pastries, Onion bahjis, Oriental vegetable spring rolls, Pizza slices, Breaded mozzarella sticks, Mini quiches and Cod goujons with tartare dip. With crisps, orange juice and water.

Courtyard Luxury Buffet **£12.75 per head**

A selection of meat fish and vegetarian savouries including- Mini Yorkshire puddings with rare roast beef and horseradish, Chicken satay sticks, Brie and cranberry wontons, Mini smoked salmon sandwiches, Cheesy garlic dough balls, Honey & wholegrain mustard cocktail sausages, Breaded garlic mushrooms, Mini savoury pastries, Luxury Indian snack selection, Lime & coriander salmon goujons, Gourmet Oriental snack selection, Pizza slices, Chilli tomato chicken spears, Breaded mozzarella sticks, Mini quiches and Cod goujons with tartare dip. With crisps, orange juice and water.

Canapes Selection **£3.50 per head (for 3) £5.50 (6), £7.50 (8), £9.50 (10)**

Hand made savoury canapés, the selection includes Skewered chilli & garlic prawns with avocado, Mushroom filo cups with smoked paprika, Smoked salmon & rocket quiches, Pancetta wrapped dates, Chicken Tikka skewers, Yorkshire puddings with rare roast beef & horseradish, Stuffed courgette rolls, Smoked salmon blinis, Aubergine Caponata croustades, Margherita mini pizzas, Stilton mushroom tartlets and Roasted red pepper roulades.

Sweet Selection **£3.95 per head**

A selection of sweet canapés including – Mini profiteroles, Chocolate dipped strawberries, and Berry pavlovas.

Luxury Sweet Selection **£5.95 per head**

A selection of sweet canapés including – Mini profiteroles, Chocolate dipped strawberries and cherries, Berry pavlovas, hand made cream sponges and hazelnut cream shortbreads.

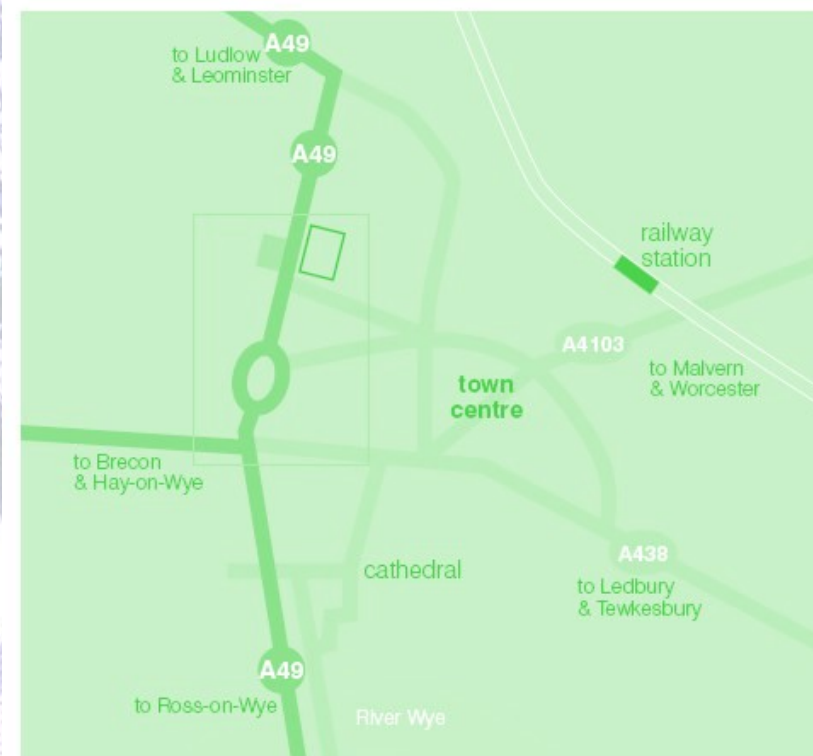


We will of course be happy to discuss any alternatives to these menus, or assist with any particular dietary requirements that you may have.

Tel: 01432 346525/ 346517
E-mail: jan.pitts@courtyard.org.uk

ALL prices are inclusive of VAT (Rates correct as of 1 July 2009)

Map & Directions



Getting Here

The Courtyard is situated in central Hereford, opposite the Edgar Street football ground. We are five minutes walk away from the main shopping centre, and within easy reach of the railway station (*1/2 mile*) and bus stations.

There is a pay and display car park adjacent to the building.

Need a Cab?

Car Parking

There is a 125 space Pay & Display car park immediately behind The Courtyard.

Additional parking is available at Merton Meadow, and Garrick House off Blackfriars Street. Both are just a few minutes walk away.

Users of The Courtyard attending or taking part in activities over 3 hours can purchase a £2 day permit from the Box Office on proof of attendance.

Please respect our neighbours and do not park in adjacent residential areas.

Terms & Conditions

We reserve the right to make reasonable adjustment to commission charges in response to increases in utility charges. We will advise you in advance of any such changes.

The person who signs the Booking Form shall be considered the hirer. Where a booking is made on behalf of an organisation, that organisation shall also be considered the hirer and shall jointly and severally liable in respect of the booking with the person by whom the booking is made.

For all bookings, a small deposit of 20% of the total charge is required to confirm.

The hirer shall be responsible for all charges arising from the booking, including a cancellation fee. See below for Cancellation Charges:

Cancellation Charge for Ticketed Event in Main House/ Studio Theatre:

1 month before event:	100%
4 months before event:	80%
Over 4 months & booking confirmed:	20%

Cancellation Charge for Non-Ticketed Event in Other Rooms:

48 hours before event:	100%
1 week before event:	80%
1 month before event:	50%
6 weeks before event:	20% (lose deposit)
Over 6 weeks & contracted:	20% (lose deposit)

Any request to alter details of the booking must be notified to The Courtyard at least 48 hours prior to the event. It shall remain at the discretion of the organisation to amend event details.

There will be a premium rate charged in addition to the price for non-working days (please see below):

Sundays:	Additional 50%
Bank Holidays:	Additional 100%
<i>(Premiums do not apply to equipment hire)</i>	

Sales & Marketing

Event promotion is available to you through our Sales & Marketing department for a small commission charge

Offsite promotion:	20%
Onsite promotion (Main House/ Studio events):	12.5% or 17.5% (see rooms & rates for more details)
Onsite promotion (Other Rooms):	(see ticket printing on Optional Extras)

Technical

Basic room hire does not include technical support. When hiring either the Studio Theatre/ Main House at the performance rate, technical time (during standard hours) is included in the basic fee. *Standard hours are 9.00am to 11.00pm (10.00pm during fit-ups).*

	Concessionary	Discounted	Commercial
<i>1st Day (Get-In only)</i>	8 hours	8 hours	8 hours
<i>1st Day (Get-In w/ evening rehearsal)</i>	8hrs + 4hrs rehs call	8hrs + 4hrs rehs call	8hrs + 4hrs rehs call
<i>1st Day (w/ performance)</i>	8hrs + 4hrs show call	8hrs + 4hrs show call	8hrs + 4hrs show call
<i>Subsequent Days</i>	4 hours (1 technician)	4 hours (1 technician)	4 hours (1 technician)

Additional technical time required will be charged at the applicable rate:

Standard Hourly Rate:	From £11.84
After 11.00pm, before 9.00am:	Time & a Half
Sundays:	Time & a Half
Bank Holidays:	Double Time

Note: A minimum call is 4 hours for each technician.