



THE FESTIVAL HALL PETERSFIELD

Rate Card - 2025-26

Rates apply for period 1 April 2025 - 31 March 2026
Subject to Completion of Auditorium Refurbishment Works

Week Hire (Sunday-Saturday)

Commercial Hire: £6000+VAT
Community Hire: £2625+VAT*

Day Hire (Monday-Thursday)

Commercial Hire: £725+VAT
Community Hire: £375+VAT

Day Hire (Friday-Sunday & Bank Holidays)

Commercial Hire: £1070+VAT
Community Hire: £400+VAT

Rehearsal Studio as additional Dressing Room:

Commercial Hire: £850+VAT (Week)
Community Hire: £550+VAT (Week)

*Rose Club Members receive 5% discount on room hire rates on venue hires for a week or more. Discount does not apply to additional charges incurred.

Rate Includes

- On site Building Support at all times.
- Full use of in-house lighting rig and PA.
- Stewarding and FOH Staff for show period.
- All ticketing and Box Office services.
- Access between 9am-Midnight.
- Standard venue Front of House.
- Standard Marketing Package.
- Bar Staffing.

Capacity

- Maximum Seated: 400
- Maximum Standing: 450**
- Tiered Seating: 190
- Flat Seating: 194
- Standard Seating Configuration: 384
- Seating with Pit or Stage Extension: 344

**Maximum Potential Capacity 500 without technical seat kills.

Ticketing

- Sold via Town Hall Visitor Centre 9am-4pm Mon-Fri.
- Sold via One Tree Books, Lavant Street.
- All card transaction fees (Currently 3%) made at Town Hall, Festival Hall and One Tree Books are passed on to venue hirer and deducted from final settlement made.
- Two seats to retained by Festival Hall for Mayoral Seats for one performance.

Please Note: Hourly Rates require a minimum charge of Four Hours in all areas except Rehearsal Studio, which is a minimum of Two. All prices are Exclusive of VAT. Full Venue price does not include the Rehearsal Studio.

This standardised pricing structure does not include requirement for any hire costs for additional equipment/ external contractors required which is on a case by case basis and will be subject to a small administration fee. Theatre Zone refers to the Auditorium, Green Room and Rose Room.

Damage Deposits, or a proportion of, may be retained at the discretion of the Venues Manager and/or Town Clerk for reasons including (but not limited to) excessive damage, requirement for deeper cleaning, not returning the venue to Square One (unless otherwise agreed with the Venues Manager), parking in restricted bays without permission or a disregard of directives outlined by the venue, a breach of any of the hire terms and conditions etc. Additional days added to a "Week" hire are charged at a Midweek Full Day rate. Rose Club Members receive 5% off their total room hire booking fee including any additional days added on top of the standard "Week". Full Terms and Conditions are outlined in the Hire Agreement.

Set for 'A Murder is Announced' by The Winton Players



THE FESTIVAL HALL PETERSFIELD

Rate Card - 2025-26

Rates apply for auditorium works period
Currently Scheduled 1 April - 11 July 2025

Week Hire (Sunday-Saturday)

Commercial Hire: £4500+VAT
Community Hire: £1925+VAT*

Day Hire (Monday-Thursday)

Commercial Hire: £400+VAT
Community Hire: £275+VAT

Day Hire (Friday-Sunday & Bank Holidays)

Commercial Hire: £450+VAT
Community Hire: £300+VAT

Rehearsal Studio as additional Dressing Room:

Commercial Hire: £850+VAT (Week)
Community Hire: £550+VAT (Week)

*Rose Club Members receive 5% discount on room hire rates on venue hires for a week or more. Discount does not apply to additional charges incurred.

Capacity

- Maximum Seated: 224
- Maximum Standing: 300**
- Tiered Seating: 190
- Flat Seating: 34

**Maximum Potential Capacity 350 without technical seat kills.



Downtime Period FAQs

The area in red is the area out of bounds, and these will be sealed off by a scaffolding tower situated just in front of the stage pit. This will give us a stage area which will take up the space that the seating on the flats currently occupies.

There will be access to Radio World (Piano Room) and the Chair Store via the auditorium doors.

The Backstage dressing rooms will be available to use.

Lighting Bars A1, A2 and A3 will be behind the exclusion zone, and therefore be sealed within this structure, which is planned to be tarped up and have a curtain dropped in front of it to minimise any dust interference. In theory, dust escape should be very minimal, as cutting on site will be limited and very minor.

In our 'standard configuration' this will give us a maximum capacity of 224 (4 seats per wheelchair are removed). Three Wheelchair positions are reserved initially but this can be increased at the removal of four more).

All other information as per standard Rate Card.



THE FESTIVAL HALL PETERSFIELD

Additional Charges

Early/Late Access Charge: £75 Per Hour (Per Crew Required)

Technician: £150 Per Day (11 Hour Call)

Security Team: On Request

Medic: On Request

Poster & Artwork Design: £250 (Three revisions permitted)

Front of House Curtain Removal: £50

Stage Extension Raise or Pit Lowering: £50

Vinyl Dancefloor Laying: £150

Wooden Dancefloor Laying: £100

Main Stage Hard Floor Laying: £50

Small Projector & Screen Hire: £15 (Per day)

Large Projector Hire: £500 (Week)

Non-Returning of Square One: £250

Enhanced Cleaning Charge: £250

Additional External Hire Requirements: Full Hire cost + 5% admin fee

*All charges exclusive of VAT.
All items subject to availability.*

Charge Stipulations

Enhanced Cleaning Charges will apply in the event of a standard venue clean not being enough to return to standard configurations. This will include beyond normal/appropriate wear and tear repairs required to paint/plasterworks etc.

Unless it has been agreed **in writing** by the **Venues Manager** (or **Venues Deputy & Stage Manager** in the event of VM unavailability) Square One **must** be returned prior to departure or the additional charge will apply.

Hire Rates

Commercial Hires are all standard hires within The Festival Hall OR an organisation operating with the aim of profit, trading in goods or services.

Community Hires must meet at least **one** of the following criteria to qualify for this pricing band:

- A registered charity
- An Amateur Theatre Company
- A Not-for-profit Organisation

The Venues Manager or the Town Clerk may exercise their discretion to decide whether this definition applies to a hirer. The purpose of the hire should be considered, a hire for an event of a commercial nature means that there is a case for charging the hire accordingly.

Rose Club Members are Community Hires that also covers at least **one** of the following criteria:

- A Petersfield area organisation.
- A company that hires the venue three or more times within any 12 month period.
- An organisation where the membership is primarily made up of Petersfield area residents.

The Venues Manager or the Town Clerk may exercise their discretion to decide whether this definition applies to a hirer (for example in the case of invitation/lack of hiring options due to circumstances beyond their control.).



THE FESTIVAL HALL PETERSFIELD

Rate Card FAQs

I would like to book for a week from Wednesday-Wednesday. Can I get this on the week long rate?

In short - No! Hires that fall outside a standard 7 day week (Sunday-Saturday) then take up more than one bookable 'week' within the venue, and as the vast majority of events prefer to run across the latter half of a week (such as a theatrical production), this makes it extremely difficult for us to programme another event/show in around a hire that falls across two of our bookable weeks. The Week Hire price only applies to bookings that contain at least one Sunday-Saturday period within it. Additional days are then added at the normal day rate.

I would like to run my own bar for my event which I did before. Can I do this?

The Festival Hall now operates within the same standard as other events venues up and down the country. Therefore the Bar is now contained as part of the theatrical operation and the takings remain in-house.

What about the Box Office?

The same now also applies - however we are able to provide Hirers with access to book their own seats (such as company Comps) and we will continue to have our link with One Tree Books. The additional benefit to this is that the Town Hall will also serve as a place tickets may be booked at any time. We are adding a point of sale, not taking away. Card Transaction fees will be passed onto the visiting company as is the expected industry norm.

This is how we've always done it though. Why are there changes?

The Festival Hall has traditionally been operated as a 'Hall for Hire' and is now transitioning into a fully operational professional events and entertainments venue. While we appreciate change is scary and not always comfortable, these changes are being made to maximise and benefit the venue for the whole community, whilst also bringing us in line with like for like venue spaces across the country. There are also legislative requirements that the venue must meet which under the historic model did not happen and should have done. Petersfield Town Council are committed to their responsibilities to their hirers, patrons and all those using the Town Council facilities.

The Festival Hall is going to become prohibitively expensive! We've already lost the bar... what next? The prices trebling?!

There has been a major cost analysis of all venues in the surrounding areas, and The Festival Hall at present falls way below the standard costs of like for like offerings. While long term it must be brought in line, short term we are focussing on increasing the value of the current venue offering - not costs - whilst supporting our community groups who are now having to think along the same lines of similar organisations up and down the country in terms of event production. The Festival Hall are committed to supporting our users, throughout this process and beyond, to minimise the impacts felt as the venue makes the required transitions to be more in line with the industry standards and expectations across the country.