

## HEBDEN BRIDGE PICTURE HOUSE – HIRE CHARGES 2021-2022

Hire the cinema for a private screening, as a venue for training, presentations or meetings, to hold a wedding ceremony\* or other celebration, for a networking event, or as a venue for filming.

Hire includes use of the foyer and auditorium and toilets, a small stage and / or microphones (where required), and use of the digital projector and screen. Drinks and snacks can be bought from our kiosk – ask about packages with a price per guest. Outside catering options for food are available on request.

### OFF-PEAK HIRE CHARGES

**These charges relate to events taking place between the 1<sup>st</sup> April 2021 and March 31<sup>st</sup> 2022, occurring when the cinema would not usually be open for screenings / event cinema. These off-peak times are:**

Monday to Wednesday & Friday	9am - 7pm
Thursday	2pm - 7pm
Saturday	10am - 1pm
Sunday	11am - 1pm

- VAT is payable on all charges: the figures shown are exclusive of VAT.
- The prices given below for off-peak hire are all inclusive of staff, to the appropriate staffing level, based on the number of attendees.
- Second and subsequent hours are charged at 75% of first hour's hire fee.
- Full day rate of 9 hours charged at the cost of 8 hours.
- Hire periods must include any doors times and get in and get out periods.
- Part hours of more than 15 minutes are charged at whole hours.
- The non-commercial hire rate (see below) entitles to hirer to a 30% discount on these off-peak hire fees. Eligibility for the non-commercial rate must be demonstrated at the time of hire request.

Guests / delegates attending	Areas included in the hire	1 HOUR	2 HOURS	3 HOURS	4 HOURS	DAY RATE (up to 9 hrs)
0 - 50	Projection, stalls & foyer	£200.00	£350.00	£500.00	£650.00	£1,300.00
50 - 100	Projection, stalls & foyer	£250.00	£437.50	£625.00	£812.50	£1,625.00
100 - 280	Projection, stalls & foyer	£300.00	£525.00	£750.00	£975.00	£1,950.00
280 - 500	Projection, stalls, foyer & balcony	£350.00	£612.50	£875.00	£1,137.50	£2,275.00

- If providing own on-screen content this will be required in either DCP or Blu Ray format. DCP conversion is available for an additional fee.
- Films shown on Blu Ray might cost around £100 plus VAT plus Blu Ray purchase cost to hire.
- Films shown on DCP might cost £150 plus VAT to hire (indicative cost only).

### **NON-COMMERCIAL HIRE RATE – 30% discount on the off-peak hire rates shown above**

1. Non-commercial hirers include amateur organisations, community groups (such as musical groups, amateur performers, youth groups), local interest groups, voluntary organisations, schools, colleges, universities, and registered charities.
2. Groups and enterprises that are not registered charities should be run on a not-for-profit basis (as evidenced by their constitution.)
3. Events organised by educational establishments must be non-commercial in nature and purpose to fall within this category.

## PEAK TIME HIRE CHARGES

These charges relate to events taking place between the 1<sup>st</sup> April 2021 and March 31<sup>st</sup> 2022, occurring when the cinema would otherwise be open for screenings / event cinema.

Please note that weekend evening bookings are accepted at the management's discretion, due to their impact on cinema programming.

Peak times are generally:

Monday to Wednesday & Friday	7pm to midnight
Thursday	9am to 2pm & 7pm to midnight
Saturday	1pm to midnight
Sunday	1pm to midnight

- VAT is payable on all charges: the figures shown are exclusive of VAT.
- All building hire charges listed below include one member of supervisory / technical staff as appropriate.
- Hebden Bridge Picture House will determine the appropriate staffing levels for each element of your hire.
- Additional staff are charged at £13.00 per hour (exclusive of VAT), which is added to the building hire fee.
- Hire periods must include any doors times and get in and get out periods.
- Part hours of more than 15 minutes are charged at whole hours.

### **Monday to Thursday evenings**

During fit-up and rehearsals (minimum 1 hours per day)	£60.00 per hour
For the event (minimum 4 hours hire)	£235.00 per hour
<b>Minimum hire cost for the building (excluding staff)</b>	<b>£1000.00 per event</b>

### **Friday evenings and Saturdays / Sundays**

During fit-up and rehearsals (minimum 2 hours per day)	£90.00 per hour
For the event (minimum 4 hours hire)	£350.00 per hour
<b>Minimum hire cost for the building (excluding staff)</b>	<b>£1580.00 per event</b>

\* We can help you celebrate your wedding here, with a ceremony in front of your family and friends, but you must legally marry at the Registry Office, since we do not hold a licence as a wedding venue.

All hires are subject to the 'hire charges and hire enquiry conditions' which follow and to our detailed 'Conditions of Hire' document, which is available from the HIRES section of our website.

If you have not received a full copy of the 'Conditions of Hire' or our 'Technical Information' document please contact the Picture House as soon as possible in order that it can be forwarded to you.

**Hebden Bridge Picture House, New Road, Hebden Bridge, West Yorkshire, HX7 8AD**  
Tel: 01422 847287 / 842807 [info@hebdenbridgepicturehouse.co.uk](mailto:info@hebdenbridgepicturehouse.co.uk)

## **Hire charges and hire enquiry conditions with effect from 1 April 2021:**

1. For bookings and all standard enquiries concerning availability please contact the Picture House Manager on 01422 847287 or e-mail [manager@hebdenbridgepicturehouse.co.uk](mailto:manager@hebdenbridgepicturehouse.co.uk) whereupon the booking procedure will be followed.
2. Hebden Bridge Picture House reserves the right not to accept hire requests in line with its published Booking Policy.
3. Bookings must be confirmed at least 28 days prior to the event, with a 50% deposit paid on return of contract, and the balance payment due 28 days prior to the event. Late bookings (those made less than 28 days before the proposed hire date) are available only by negotiation and require immediate payment of the hire fee in full with return of contract.
4. The Picture House is available for hire all year round but is closed on 25<sup>th</sup> and 26<sup>th</sup> December. Normal screening times and hours may vary. Our licensed opening hours are 9am to 12.30am with licensed activities curtailing by midnight except on a Saturday evening when they may continue to 12.30am. Please see our Conditions of Hire for more details of our premises licence.
5. All hirers must be supervised by at least one member of Picture House staff at all times whilst in the building (this staff member's time is included in the hire costs). All other staff are recharged at the prevailing rate. Please refer to section 12 (iv) of the Conditions of Hire for further details.
6. SIA registered security staff must be supplied where necessary in conjunction with Hebden Bridge Picture House and at the discretion of the Picture House Manager. All security costs to be paid by the hirer. Quotations can be provided on request.
7. All technical requirements must be confirmed at least 4 weeks in advance of the event. Please refer to our Technical Information Document prior to booking and check we can accommodate your technical requirements before proceeding with a booking.
8. Technical Costs – Additional charges will be made in the event of special requirements e.g. hired in or adjusted lighting, additional staffing, presentation equipment etc. All requirements must be discussed with the Picture House Manager in advance of the event.
9. PRS fees, at the relevant rate, are payable by the hirer. Merchandising fees are also payable. Ticket agency fees are payable where tickets are sold on behalf of the hirer. For details of all additional fees, please see the sections 2, 5 and 6 of the Conditions of Hire.
10. If you wish to publically screen a film it must be covered by an appropriate film license – either a BBFC certificate or a licence issued by Licensing at Calderdale MBC. Failure to produce evidence of an appropriate film licence at least 24 hours before the start time of the hire will result in the hire being cancelled, and the hire fee will be forfeited.
11. The Picture House is licensed for the sale of alcohol, and pre-measured beer, wine, prosecco, cider and pre-mixed gin and tonic are now being sold from the kiosk.