



A Guide to Hiring The Forum Studio Theatre

Our facilities, including our Studio Theatre, Rehearsal Spaces and Foyer are available to hire for live entertainment, conferences, meetings, training events, corporate entertaining and rehearsals.

Studio Theatre Hire Charges

Available during the day for conferences, private film showings or lectures and may also be hired as a performance space for both amateur and professional theatre groups.

With Technical Facilities - £25 per hour. All bookings to be a minimum of 4 hours per day and a maximum of 12 and must finish no later than 10.00pm. If the session runs over 10pm a fee of £30 per hour is payable.

Without Technical Facilities - £20 per hour. All bookings to be a minimum of 4 hours per day and a maximum of 12 and must finish no later than 10.00pm. If the session runs over 10pm a fee of £30 per hour is payable.

Performance Day (5pm get in, 11pm get out) - £325.00.

If the performance or get out run over 11pm a charge of £30 per hour is payable.

There is a charge of £80.00 for subsequent performances on the same day.

Rehearsal Spaces and Function Rooms

Ground Floor Rehearsal Room £15 per hour

First Floor Rehearsal Room £10 per hour

Room Hire Discounts

- Five or more consecutive nights – save 10%
- Registered Charity – save 10%
- Non-profit community or youth group – save 10%

Please note only one discount applies at any one time. All charges are reviewed annually.

Box Office Commission

5% of tickets sold or a minimum charge of £30.00 per performance

All events in the Studio Theatre must use The Forum Studio Theatre Box Office.

Front of House Sales

If we are requested to sell Programmes or any Merchandise on your behalf a commission charge of 10% will apply.

Music Licensing

If PRS or other similar fees are incurred for the production these will be payable by the hirer. For popular music concerts a standard charge of £40 is added to the final invoice for this purpose.

Technical Support

All basic lights, use of in-house PA (with pre-set levels which will not be adjusted during performance), 1 fixed microphone if needed, 1 technician who will aid with get-in, sounds check and get-out etc. will be included in the 'With Technical Facilities' or 'Performance Day' hire cost.

Additional staff are available at an extra cost of £15.00 per hour, for each person required.

Additional lighting and sound equipment are available at costs to be agreed before signing of contracts.

If you have any further queries regarding pricing and availability; please contact Victoria Worthington, Hire Administrator on 01244 341296 or email victoria@tiptopproductions.co.uk