

Colchester Arts Centre

CHURCH STREET COLCHESTER ESSEX CO11NF 01206 500900

VENUE HIRE INFORMATION

The venue is available for hire for anything from Wedding receptions to gigs, rehearsal space and even pet exercise (this really happened – it took us all day to coax that parrot down).

The below is intended to give as much of a guide as possible – but we are very happy to discuss individual requirements that might not fit in exactly with the examples below.

To enquire about available dates, please contact Executive Producer Stafford Glover via stafford@colchesterartscentre.com or 01206 500900.

You are welcome to come in and look at the space during Box Office hours (10.30am – 5.30pm Monday to Saturday). Please be aware that due to the busy nature of our space it might not always be possible, so please do email or phone ahead if you can.

CAPACITIES

We only have the one space – our main space – but with the use of curtaining it can be adapted to create more intimate atmospheres if required.

400 Standing: band / performer on stage, audience all standing.

300 Seated: static solo performer on reduced stage, seating in central area and wings.

260 Seated: band / performer on stage, seating in central area and wings.

80 Rake Seating.

Individual events may have specific requirements – our space and seating is flexible and we are happy to discuss the best fit for your event.

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SAMPLE EVENT:

LIVE MUSIC / DJ / COMEDIAN

Standing or seated

Venue hire £950 + VAT. A £250 non-refundable deposit is required to secure a date.

Based on a 3pm get-in (available get in times can vary according to day – earlier than 3pm is subject to increased staffing charges).

Live Music Curfew 11pm Monday to Saturday, 10.30pm Sundays.

(lower volume playback music can continue until 12 midnight Monday to Saturday only). Venue to be clear by 1am.

Includes:

Use of PA and lights

1 x sound engineer

1 x lighting engineer

Duty manager

Door staff (taking tickets, managing door lists).

Use of tables and chairs, green room and kitchen facilities.

Cleaning.

Selling of tickets via Colchester Arts Centre Box Office and website, plus inclusion on our social media channels.

The Arts Centre runs a full bar, staffing of which is not charged to the hirer. All bar proceeds go to the arts centre and no profit splits with the hirer will be entered into.

SAMPLE EVENT:

WEDDING RECEPTION with LIVE BAND / DJ

Table seating with standing space to dance – approx capacity 150. Receptions vary hugely so let us know your requirements.

Venue hire £1500 + VAT. A £250 non-refundable deposit is required to secure a date.

Based on a 10am get-in.

No live music before 6.30pm. Live Music Curfew 11pm Monday to Saturday, 10.30pm Sundays. (lower volume playback music can continue 'til 12 midnight Monday to Saturday only). Venue to be clear by 1am.

Includes:

Use of PA and lights

1 x sound engineer

1 x lighting engineer

Duty manager

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Door staff (taking tickets, managing door lists).

Use of tables and chairs, green room and kitchen facilities.

Cleaning. (Large round table will need to be hired in at a cost to the hirer).

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EXTRAS

Security Staff - £80 per operative. Mandatory for events having 200+ advance ticket sales:

200 to 300 advance sales: 2 x security staff required.

300 to 400 advance sales: 3 x security staff required.

This is a generic guide – management reserves the right to increase security provision if necessary (to be fully discussed with hirer).

On-stage Monitor Engineer - £100 + VAT

Catering – The arts centre does not provide any catering or associated waiting staff. We can suggest outside caterers for your consideration. Caterers are welcome to use our limited kitchen facilities – all staffing required for serving / prep / clean-up associated with catering must be provided by the caterer.

DAYTIME HIRES

Due to the amorphous nature of daytime availability we can negotiate daytime hires on an individual basis, according to staffing required and hours needed. The daytime space hire rate is £25 per hour, plus any staffing or other costs. Please email Stafford to discuss availability / quotes: stafford@colchesterartscentre.com

FAQs

Do you offer a discounted rate for charities?

As we're a charity ourselves, we generally do not offer a reduced rate.

I have my own sound engineer so I don't need to hire yours. Can I have a discount?

You are of course welcome to bring your own sound engineer – but you'll still need to have ours there as they are responsible for ensuring the safe running and powering up and down of the

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system.

Can we bring in our own alcohol?

Yes, for wedding receptions and other private functions – but corkage charges apply. £1 per bottle, £15 per keg.

I can't believe you haven't got any of the available dates I want!

We are busier than ever and bookings are generally 12 months in advance, and Fridays and Saturdays are scarce! We always do our best to fit people in – but the earlier you contact us the better!