Square Chapel Centre for the Arts

HIRE PRICE LIST

1st January 2017 to 31st December 2017

All prices are exclusive of VAT, which will be added to all bookings.

Discounts of 20% from listed room hire and equipment prices are available for community groups, registered charities, schools and not-for-profit organisations with a turnover of less than £500k.

Discounts are also available for regular hirers who:

- Book six or more events per year, regularly spaced throughout the year – weekly, monthly.
- Book the same room(s) for more than one day consecutively.

For any enquiries about availability, costs, discounts and to arrange to view any of our spaces, please speak to Maureen on 01422 353073 or email maureen@squarechapel.co.uk.

10 Square Road, Halifax, HX1 1QG
Tel: 01422 353073
Co Reg No: 02315198
Charity No: 700985
VAT No: 516 2474 56

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Rooms to Hire

Red Brick Auditorium
£120.00 per hour, to include a technician and equipment use.
£65.00 per hour, room only, house lights.
This sympathetically restored Georgian square room has outstanding views across Beacon Hill. As well as being a fully equipped studio theatre space, it is the ideal venue for concerts, dancing, conferences, meetings, film screenings, weddings and parties.

Facilities

- Raked seating for 220-240 people (retractable).
- Standing room for up to 280 people.
- Cabaret style up to 80 people.
- Canadian oak sprung dance floor.
- WiFi.
- Hearing loop.
- PA system.
- Lighting grid.
- Blackout curtains.
- Cinema screen and projector (additional cost).
- Two pianos – Steinway Grand Piano class D (special arrangement is required for use) and Yamaha Grand Model C3.
- Dressing rooms 1 &2 are included in the £120.00 hire price if needed.
- House lights, microphone and lectern are included in the £65.00 hire price if needed.
- A full technical pack can be sent on request.

Green Room
£20 per hour.
A multi-purpose meeting room, with glazed doors leading into the new building lower foyer. It also has direct access to Dressing Room 2, should a breakout space be required.

Facilities

Meeting room layout capacities are (all numbers are approximate):

- Boardroom – up to 16 people
- U Shape – 16
- Classroom – 12
- Theatre – 30
- Sink unit and tea/coffee* making facilities.
- WiFi.

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Dressing Room 1
£15 per hour.
This is a pleasant room, with dual aspect to Beacon Hill and the new Library. As well as being a well-equipped dressing room, this space could also be used for smaller meetings or workshops up to 6 people.

Facilities:

- Dressing stations for up to 6 people, each with chair, mirror, light, cupboard and plug sockets.
- En-suite wet room.
- WiFi.

Dressing Room 2
£15 per hour.
This is a bright and airy room with views to the new Library. As well as being a well-equipped dressing room, this space could also be used for one-to-one meetings or hired in addition to the Green Room.

Facilities:

- Dressing stations for up to 4 people, each with chair, mirror, light, cupboard and plug sockets.
- En-suite wet room.
- Direct access to the Green Room.
- WiFi.

From April 2017

Copper Auditorium
£65.00 per hour, to include a technician and equipment use.
£35.00 per hour, room only.
From April 2017, this fully-equipped studio theatre space will be available to hire. It is also suitable for concerts, dancing, conferences, meetings, film screenings, weddings and parties.

Facilities

- Maximum seated capacity of 115 - Stalls 87 and Balcony 28, on two person benches.
- Other seating configurations are possible.
- Access lift to balcony and technical areas.
- Standing room for up to 100 people.
- Cabaret style up to 30 people.
- Dressing room with direct access to auditorium.
- Black oak sprung floor.
- WiFi.
- PA system.
- Lighting grid.
- Blackout curtains.
- Cinema screen and projector (additional costs for films and licences).
- Dressing room 3 is included in the hire price.
- House lights, microphone and lectern are included in the 365.00 hire price if needed.
- A full technical pack can be sent on request.

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Dressing Room 3
£15.00 per hour.
A well-equipped dressing room.

Facilities:

- Dressing stations for up to 2 people, each with chair, mirror, light, cupboard and plug sockets.
- En-suite wet room.
- Direct access to the Copper Auditorium.
- WiFi.
- Please note that this room cannot be hired separately if the Copper Auditorium is being used.

Meeting Room
£30.00 per hour.
A multi-purpose meeting room, situated in the lower ground floor of our new extension.

Facilities:

Meeting room layout capacities are (all numbers are approximate):

- Boardroom – 28
- U Shape – 28
- Classroom – 40
- Theatre – 50
- Sink unit and tea/coffee* making facilities.
- WiFi.

Square Table Café/Bar
A bright, contemporary new space to eat and drink. The bar will also house our box office team and have direct access into the newly renovated Piece Hall.

Facilities:

- Indoor seating for up to 80 people.
- Outside terrace with seating for up to 40 people.
- Fully stocked café/bar, serving both alcohol, soft drinks and tea and coffee from 11am.
- Meals available at lunch and dinner time.
- Direct access to the Piece Hall.

The café/bar can only be hired when included in the exclusive hire of the whole building, although a separate bottle bar and private catering can be arranged for your event. If you wish to hire the whole building for your event, please speak to Maureen to arrange a meeting with her and our Head of Technical and Operations to discuss your requirements and costs.

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Additional Information

General Information

- Refreshments – *tea, coffee and water, are available at a cost of £1.20 per head.
- Catering can be arranged at an additional cost, please advise of your requirements when making your booking.
- Provisional bookings will be held for a maximum of 14 days.
- Once confirmed, an invoice will be sent for 20% of the basic charge, as a non-refundable deposit.
- Full payment will be required 14 days prior to the event.

Shows and Concerts

- For the full list of theatre lighting and sound equipment, please see our technical pack.
- For shows and concerts, we ask that hirers have a meeting with one of our technicians at least 6 weeks before their event to determine their technical requirements.
- If you wish to use our equipment one of our technical staff will be present throughout your hire.
- Additional technical support is priced at £12.50 per hour.

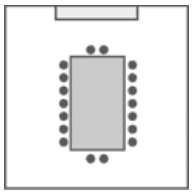
Cinema Screenings

- A cinema package is available on request. This will include private hire of the auditorium, film and all licences:
    - Main Auditorium - £400.00 – to seat a maximum of 219 people.
    - Studio Auditorium - £280.00 – to seat a maximum of 87 people.
- For any variances on this, eg to screen your own film, sell tickets for a film, etc, please contact Dave Garratt on film@squarechapel.co.uk

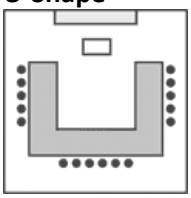
Meetings

- Equipment for meetings, such as laptop, portable screen, projector and flipchart are available on request.
- Meeting room layouts (other options available, please ask)

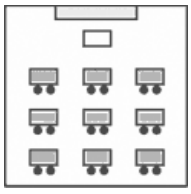
Boardroom



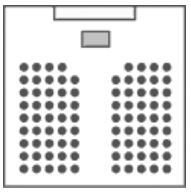
U-Shape



Classroom



Theatre



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